

# Social Media Policy

## Policy

The Hampton Falls Free Library offers social media tools for education, cultural, civic and recreational purposes. The Library's social media tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinion, and information about Library-related subjects and issues. The Library's social media is intended to create a welcoming and inviting online space in which members will find useful and entertaining information and can interact with Library staff and other Library users. Comments are regularly reviewed by Library staff and the Library reserves the right to remove comments that are in violation of this policy. Staff who contribute or moderate social websites on behalf of the Library must follow specific rules to maintain the reputation of the Library as well as to protect the First Amendment rights of citizens.

## Definition of Social Media for the Library

Social media is defined as any web application, site or account that facilitates the sharing of opinions and information about library related subjects and issues. It includes such formats as blogs, listservs, websites, social network pages or posts (Facebook, Twitter, YouTube, etc.).

## Library Staff Responsibilities

It is expected that all content on library sponsored social media will be professionally presented. Writers and content contributors should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check spelling and grammar before making a live post.

## Commenting

Comments, posts, and messages are welcome on the Hampton Falls Free Library's social networking sites. While the Library recognizes and respects differences in opinion, all such interaction will be regularly monitored. The purpose of the Library's Facebook and Instagram page is to allow and encourage the Library to communicate with the public and other libraries about topics of interest to the Library including its services, events, and other Library news. The Library reserves the right to remove posts which contain any of the following, including, but not limited to:

- Obscenity
- Defamation
- Fraud
- Incitement
- Fighting Words
- True threats
- Speech integral to criminal conduct
- Child Pornography
- Copyright or Trademark Infringement
- Commercial content

**Privacy/Parental Control**

The Library does not collect, maintain or otherwise use the personal information stored on third party sites in ways other than to communicate Library- related information to users on that site, unless granted permission by users for Library contact outside of that specific site. Users may remove themselves at any time from the Library's Friends, fans, or followers lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Users are encouraged to protect their privacy by not posting personal identifying information, such as last name, school, age, phone number, or address. As with more traditional resources and the Internet, the Library does not act in place of, nor in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place upon a minor's use of social media.

**Liability**

The Hampton Falls Free Library assumes no liability regarding any event or interaction that occurs between participants in any library-sponsored social media, and does not endorse content outside of pages maintained by the Library and posts created by the Library staff in the course of their employment duties. By posting content, the user agrees to defend, indemnify and hold harmless the Library, and its trustees, employees and volunteers from and against all liabilities, claims, judgments, damages and costs (Including attorney fees) incurred by any of them which arise out of or are related to post content.

Adopted August 19, 2021