

# **Tinicum Memorial Public Library**

## **Social Media Policy**

### **Purpose**

Tinicum Memorial Public Library (TMPL) uses social media to support the library's mission of sharing information and fostering lifelong learning for the citizens of our community by disseminating information about library events, news, programs and services.

### **Definition**

Social media is broadly defined as any web application, site, or account created and maintained by the library that allows users to share or obtain information. Social media includes, but is not limited to, Facebook, Instagram, and Twitter.

### **Privacy**

The library encourages users to protect their privacy by refraining from posting personally identifying information such as last name, school, age, address or phone number.

### **General guidelines**

Library staff moderate comments and postings for content appropriateness. The library reserves the right to remove postings or comments that are inappropriate or unlawful.

### **Content containing any of the following will be removed from TMPL social media:**

- Obscene content or hate speech
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized or copy-righted material
- Private, personal information or requests for personal information
- Comments, photos or links not related to the library or its' created content
- Commercial promotions, spam or solicitation of funds
- Political or religious content
- Photos, videos or other images that fall in any of the above categories

Staff members should remain professional at all times and refrain from expressing their personal views when posting on the library's behalf.

Individual user complaints must be submitted directly to TMPL administration to be addressed quickly and specifically.

The library does not use social media to document or address user problems or concerns, or to influence library policies and procedures.

### **Disclaimer**

Comments posted to TMPL social media platforms do not necessarily reflect the views or positions of the library, board members, or staff. TMPL does not accept responsibility for postings on staff's personal social media platforms. Social media users should exercise their own judgement about the quality and accuracy of any information presented via social media.

Approved by TMPL Board of Trustees April 27, 2021

