



NEVINS LIBRARY

GROWING COMMUNITY

Social Media Policy

Approved by Trustees May 7 2019

Purpose

This policy establishes guidelines for the creation and use of Nevins Memorial Library social media sites for work-related purposes as a means of conveying the Library's information to the public.

The Nevins Memorial Library (NML) has an overriding interest and expectation in deciding what is “spoken” on behalf of the Library on its social media sites.

In keeping with its mission to provide access to educational, informational, and community resources, the Nevins Memorial Library maintains social media accounts in addition to its website. As well as being informational, the Library’s social media offerings are intended to create a welcoming and inviting online space where Library users will find useful and entertaining information, and in some forums engage with Library staff and other users.

Social media content shall also adhere to all the applicable laws, regulations, and policies of the Library.

The Nevins Memorial Library welcomes the comments, posts, and messages of the community, and recognizes and respects differences in opinion. However, all comments, posts, and messages are subject to review, and the Nevins Memorial Library staff reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate.

Content containing any of the following will be removed immediately from any Nevins Memorial Library social media forum:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted, trademarked, or plagiarized material
- Posts in violation of laws or Library policies
- Comments, links, or information unrelated to the purpose of the forum
- Duplicated posts by an individual user
- Spam or other commercial, political, or proselytizing messages



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The Library reserves the right to ban or block users who have posted in violation of this policy. In addition, users are expected to abide by the terms and conditions set by third-party social media platforms as well as follow appropriate Federal and State Law.

Social Media Platforms

The Nevins Memorial Library currently has accounts on several popular social media platforms. The Library will continue to grow its social media presence if new platforms arise that can be used for the dissemination of information about the Library itself, the community in which it resides, the Library field as a whole, or educational/informational/other content that the Library sees fit to communicate to the public.