**Social Media Policy**

The Tappan-Spaulding Memorial Library (TSML) uses social media for community members to find useful and entertaining information. It is intended to help increase communication and collaboration between TSL staff and library users, and encourage involvement. Additionally, it is used to create transparency regarding library services, resources, events, programs and community information.

“Social Media” is any web application, or site that allows the library to share material about library related subjects and issues. This includes blogs, Facebook, Twitter, YouTube, Flickr, and other similar content sharing sites.

**Procedures:**

* The library director, in collaboration with trustees makes decisions on new social media outlets, as well as their continued maintenance.
* All social media pages and accounts should clearly indicate that it represents TSL.
* Whenever possible an introductory statement, as well as contact information and library hours should be included.
* Social media content shall adhere to applicable laws, regulations, and policies.

**Staff Responsibilities:**

When using social media staff should remember that they represent themselves as well as the library.

* They should identify themselves by name as TSL personnel or library trustees.
* Refrain from making any statements about patrons or sharing confidential information.
* Do not share photos or comments about patrons without written consent.
* Refrain from political or personal business.

**Public Terms of Use:**

Tappan-Spaulding Memorial Library has no affiliation with any advertisements or other material posted by third party sites or software.

When making comments we ask that you please respect copyright laws, and that you reference or cite sources.

We respect the statements and opinions of others. Likewise we strive to promote a free and open dialogue amongst our community members.

* Comments containing abusive, vulgar, offensive, threating or harassing language, or offensive terms that target specific individuals or groups will be deleted.
* We may also delete comments that are clearly off-topic, that promote services or products, or that promote or oppose any political party, person campaigning for elected office, or any ballot proposition.

**Board Approved: \_\_2/17/20­­\_\_**