

# **SOCIAL MEDIA POLICY**

The Scarsdale Public Library (SPL) is committed to providing an online environment where all members of the community may come to read, share opinions, discuss, and exchange ideas presented in the library's digital space. In order to maintain a safe, respectful and welcoming online environment for all participants, the library has created this social media policy which states the library's purpose in using social media and establishes parameters of the service and for public use.

## **DEFINITION**

Social media is defined as any website or application that allows people to share information in a virtual environment. Examples include, but are not limited to the Scarsdale Public Library website, Facebook, Twitter, YouTube, Instagram and the library blog. This policy supplements and does not replace other SPL policies.

## **SAFETY**

Social media participants of all ages should be aware of recommended practices for personal safety in the virtual world. As with all other resources provided by the SPL, parents or guardians are responsible for use by their children. The library does not act in place of a parent or guardian and is not responsible for enforcing any restrictions upon minors that a parent or guardian has placed.

User comments, posts and messages are welcome on SPL social media accounts and services. The library reserves the right to monitor content posted on its social media web applications, websites and web accounts, and to modify or remove any content that it deems, in its sole discretion, to be abusive, offensive, defamatory, commercial or spam, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. In addition, the Scarsdale Public Library reserves the right to edit or modify postings for space, while attempting to retain the intent of the original post; and, to reproduce comments, posts and messages in other public venues (removing identifying information other than first name unless prior approval has been granted for full attribution).

Please safeguard personal information and DO NOT post any email address, home address, phone number or other personal information. The library does not collect, maintain or otherwise use personal information stored on any third party social media site. Users may add or remove themselves from the library's "friend" or "fan" lists at their discretion, according to the capabilities offered by such third party sites. Users should be aware that third party sites have their own privacy policies and proceed accordingly. Social media applications used by the library include the option to opt out from further contact.

By participating in the Scarsdale Public Library's social media services, each user agrees to abide by the library's policies and all applicable federal, state and local laws. By participating in these services, each user agrees to indemnify the Scarsdale Public Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) that arise out of or are related to the content posted by said user.

The Scarsdale Public Library is not responsible for and does not endorse content other than the "pages" and "posts" created by Scarsdale Public Library staff on its social media services. Any views expressed by a user of the library's social media services are those of the individual author and do not represent the official views of the Scarsdale Public Library. A disclaimer referencing this and all library policies will be posted on every social network site and service associated with the Scarsdale Public Library.

*Approved by the Scarsdale Public Library Board of Trustees September 2019*