

EAST FISHKILL PUBLIC LIBRARY DISTRICT SOCIAL MEDIA POLICY

USE BY THE PUBLIC

In order to provide free, open, and convenient access to our community, the East Fishkill Public Library District (EFPLD) participates in social media public forums. These are defined as any web application, site or account created and maintained by the Library which facilitates an environment for Library staff and library users to share opinions and information about library related subjects and issues.

Comments are moderated by the Library which reserves the right to remove any comments that are unlawful, inappropriate, or off-topic for the library community. EFPLD is not responsible for content posted by any subscriber in any forum and comments on EFPLD's social media forums do not necessarily represent the views of the Library. Examples of content that will be removed by library staff include but are not limited to:

- potentially libelous comments
- obscene, sexually explicit or racist comments
- personal attacks, insults or threatening language
- private personal information published without consent
- off topic comments or hyperlinks
- commercial promotions or spam
- copyright violations
- organized political activity

The Library is not obligated to take any such actions and will not be responsible or liable for content posted by any subscriber in any forum, message board or other area within the service.

The Library is not responsible for individual comments posted on any blog or social media account. The comments posted may not reflect the policy of the Library, nor does the Library necessarily support the opinion of the poster.

EFPLD reserves the right to republish comments posted in our social media accounts to the Library website, newsletter, or other material.

By posting content, the user agrees to indemnify the East Fishkill Public Library District and its officers and employees from and against all liabilities, judgments, damages and costs, including attorney's fees, incurred by any of them which arise out of or are related to the content that the user posts.

By choosing to comment in one of the social media forums, you agree to the guidelines set forth by EFPLD. If you do not agree to these terms, do not use the service, as violation of these terms can lead to legal liability.

The library reserves the right to terminate services to anyone who, in the opinion of the Library, has used the Internet irresponsibly, unlawfully or in violation of the policy explained above.

LIBRARY STAFF - PROFESSIONAL USE

Only employees of EFPLD who are assigned the responsibility will post to Library social networks.

Such staff will conduct themselves at all times as representatives the Library following all policies and codes of conduct.

They will demonstrate respect of all individuals and communities.

They will not provide, post or disseminate information on specific individuals or any confidential information.

They will not conduct political or religious activities or private business.

LIBRARY STAFF - PERSONAL USE

Library employees are encouraged to be familiar with social media to further their understanding of use, potential use, current events, trends, and popular culture.

Employees are prohibited from using their work emails in association with any personal accounts or social networking sites.