

Social Media Policy

The Canton Public Library (hereinafter: Library) uses social media to further the Library's mission and for educational, cultural, civic, and recreational purposes. These platforms provide a public forum to share information about Library programs, events, and materials, along with other Library-related topics and issues. The Library may also use social media to communicate with patrons, authors, other libraries, and community organizations.

Posting and Restrictions:

Social media accounts are maintained by the Library. The accounts will be monitored by the Library Director and/or designated staff. The Library reserves the right to remove comments without notice that violate our rules, are unlawful, or are off-topic.

Posts containing any of the following may be removed from the Library's social media accounts:

1. Material that violates copyright;
2. Irrelevant comments;
3. Commercial promotions, advertisements, political campaigning, or spam content;
4. Posts that contain inappropriate, sexually explicit, obscene, hateful, racist, or sexist comments;
5. Content that contains personal attacks, libel, slander, threatening or harassing language, defamation, or is otherwise objectionable;
6. Private and/or personally identifying information (i.e. age, phone number, address, etc.);
7. Photos, images, or links which fall into any of the above categories;
8. Anything else that the Library Director or the Library Board of Trustees deems inappropriate.

Users of social media are responsible and liable for the content they post to social media. The Library is not responsible for patron-generated comments or content posted by non-Library staff that appears on social media accounts.

Views expressed on social media are not necessarily endorsed by the Library nor do they represent the Library's views or policies. Content that contains threats or illegal content will be documented and reported to law enforcement. Users who violate these restrictions may be blocked from future commenting.

When appropriate, the Library may choose to link its social media account with other organizations. The Library may affiliate with other organizations whose profiles provide information that may be of interest to patrons or with whom the Library has partnered for various programs or events. Affiliating with these organizations does not imply endorsement of the views or opinions expressed on their profiles, nor is the list of affiliated organizations intended to be exhaustive. Any link to an external website or non-Library social media profile is not a

sponsorship, authorization, affiliation, or endorsement of that website or profile. The Library is not responsible for content posted on external websites or non-Library social media profiles.

Reporting Concerns:

Library patrons may report concerns about social media posts or violations of the Library's Social Media Policy by contacting the Library Director.

Employee Use of Social Media:

1. Employees should be mindful of posting any information that relates to their job duties on social media.
2. Employees should use their best judgment when posting to social media.
3. The Library does not monitor personal social media accounts of staff, but will, when made aware, address posts that violate established Library policies. A post that violates privacy, confidentiality, or legal guidelines will be met with appropriate disciplinary action.
4. Comments made as employees of the Library should be respectful, informative, accurate, and professional in nature.