

POLICY

Policy Type: Library Services **Policy Number:** 03-14
Policy Title: Social Media

Purpose: To establish a social media use policy that identifies and defines the appropriate use and responsibility requirements for public users of Library social media sites.

Definition: Social media is defined as any web application, site or account created and maintained by St. Thomas Public Library (the Library) which facilitates an environment for library staff and library users to share opinions and information about library-related subjects or issues.

Responsibility for Social Media: St. Thomas Public Library regards online social media in the same way as its other information resources in accordance with the Library's mission. As with more traditional resources, the Library does not act in place of or in the absence of a parent. The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource. St. Thomas Public Library recognizes and respects differences in opinion.

Inappropriate Use: In addition to the general rules respecting use of the Library, St. Thomas Public Library prohibits the use of its social media for any purpose which would contravene any legislation or government regulation, or which might create civil liability by the user or the Library Board to any person. Users are reminded that ignorance of the law is not an excuse. Use of Library social media is conditional on the user's agreement to observe this policy. By continuing to use the application, the user indicates agreement to all requirements of this policy. Comments, posts and messages are welcome on St. Thomas Public Library social media sites, provided they do not contain:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum

- Hyperlinks to material that is not directly related to the discussion
- Commercial promotion, individual endorsements, or spam

All social media sites affiliated with the Library will be regularly screened by library employees. All postings which contain any of the above will be immediately removed and the poster barred from posting any subsequent messages to Library social media sites.

Liability: By posting content, the user agrees to indemnify the Library 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 posted content.

All users must agree to these terms, as violation of the terms can lead to legal liability.

Limitations: Forums and messaging may not be used for commercial or personal purposes, or for organized political activity.

St. Thomas Public Library reserves the right to edit or modify submissions when reposting or providing comment. The Library is not responsible for the reliability of content provided via links that are posted to our social media sites. Being followed by the Library on any social media platform or having messages or content created by other parties shared on St. Thomas Public Library social media does not imply endorsement.

APPROVED: December 19, 2018		REFERENCE: Board Meeting December 19, 2018
EFFECTIVE DATE: December 19, 2018	SUPERCEDES DATE: March 22, 2017	REVIEW DATE: March 2021