

Parlin-Ingersoll Public Library Social Media Policy

Mission:

The Parlin-Ingersoll Public Library promotes, develops, and enhances lifelong learning and personal enrichment by meeting the needs of our community through exceptional, individualized service.

Purpose:

The library believes the use of social media will provide an additional method of reaching users to promote, inform, and engage users regarding library services and resources. It enables the library to promote services in an up-to-date, timely manner.

Social media includes, but is not limited to web sites, Facebook, Twitter, Pinterest, YouTube, Newsletters, and other web applications, used to share opinions about library services, events, and resources.

Policy:

This policy is to be seen as a supplement to other library policies. While the issues addressed below are also covered in other library policies, given the changing nature of social media, they are worth repeating below:

- Protect all confidential information and abide by privacy policies.
- Be respectful of the library and others.
- Linked sites strive to be authoritative in content. Not all website solicitations to link to the library pages are added or answered.
- The library does not act in place of or in the absence of a parent and, therefore, is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of this resource.

While the library encourages comments from the community, the library will remove comments, posts, links, photos, or other content for any reason, including harassment and personal attacks, derogatory or defamatory comments, vulgar or profane language, commercial promotion, improper use of copyrighted material, or other inappropriate content.

Photos

Programs, events, and classes are photographed or videotaped for library promotional purposes. Notify library staff if you prefer that you or your child not be photographed. Photos may be placed on the library website or social media sites.

For any photos taken for specific promotions, individual consent will be obtained via the library publicity release form.



Parlin-Ingersoll Publicity Release Form

I understand that my photograph or my child's photograph is under consideration for publication on the library's web and social media sites.

I hereby give my permission for the photograph to be used by the library.

Name _____

Signature: _____ Date _____

(If person in photograph is under 18 years of age)

Child's Name _____

I give permission for name(s) to be used in conjunction with the photo. Yes _____ No _____

.....
Staff Initials /Date _____ Description of Photo _____



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