

## Parlin-Ingersoll Public Library Social Networking Policy

The Parlin-Ingersoll Public Library uses various social media to inform and/or engage its public. The library currently uses its website, Facebook, and Instagram

The library encourages community comments and protected speech under the First Amendment. However, the library will remove comments, posts, links, photos, or other non-protected content, including the following:

- Obscene, sexual, or pornographic content and/or language
- Content that promotes discrimination on the basis of race, age, religion, gender
- Content that violates a legal ownership interest (copyright or trademark)
- Threats to any person
- Conduct that violates any federal, state, or local law or encourages illegal activity
- Promotion of any commercial activities
- Spam, links, or malware/viruses
- Posts that advocate for or against a candidate, referendum, or campaign

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.

### **Photos**

The library reserves the right to document its services and the public's use of the library building and grounds. 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.

For more information please see the Library's [Photography and Video policy](#).



# 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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