

RIDGEFIELD LIBRARY PATRON SOCIAL MEDIA POLICY

Purpose

The purpose of the Library's social media presence is to engage the Library community across platforms with updated, relevant, and meaningful content and maximize awareness of Library offerings.

Definition of Social Media

Social media is defined as any connected online application, site or forum with curated content maintained by the Ridgefield Library.

Usage Rules

The Ridgefield Library welcomes comments, posts, and messages from the community; and recognizes and respects differences of opinion. However, all comments, posts, and messages are monitored and the Ridgefield Library reserves the right to, but is not required to, remove any comment, post, or message that violates the Library's [Appropriate Library Use Policy](#), as determined by Library staff. Content containing any of the following will be removed immediately from any Ridgefield Library social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

Users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal, state and local law.

Complaints should be addressed directly to the [Library Administration](#) so they can be addressed quickly and specifically.

Privacy & Permanence

The Ridgefield Library is not responsible or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Users should have no expectation of privacy in postings on Library-sponsored social media sites; by using such sites, you consent to the Library's right to access, monitor, and read any postings on those sites.

Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Follower, or Subscriber List. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

The Library reserves the right to ban or block users who violate this policy.

This policy was drafted and approved by the Ridgefield Library Board of Directors on _____. It is the intention of this Board that this policy will be reviewed every two years, or as necessary due to changes in staffing, circumstance, or other reason.