

Bondurant Community Library



Social Networking Policy

In keeping with the Bondurant Community Library's mission "to be an integral part of its community by providing the residents of the community and surrounding area with a wide variety of popular and educational materials, programs, resources and services which facilitate their day-to-day lives, and extend their personal and intellectual development" the Library participates in various "social software" applications whereby library staff and community members can interact through virtual (Internet) communication. These resources, summarized below, allow all members of the community access to the resources of the Bondurant Community Library without mandating a visit to the physical library. The Bondurant Community Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Bondurant's needs for informational, educational, cultural and recreational pursuits. Social software is defined as any website or application that allows users to share information. Social software can include, but is not limited to blogging, instant messaging, social networking sites, and wikis.

Many social networking sites allow users of those sites to become a "friend" "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter, Facebook, Pinterest, YouTube and various blogging sites like Blogger and Wordpress. As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of this resource.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for Library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities.

Users may remove themselves at any time from the Library's "friends" or "fans" lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on the Bondurant Community Library social networking sites. While the Bondurant Community Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible). All postings that contain any of the following will be removed and the poster barred from posting any subsequent messages to library social networking sites:

- Obscene or racist content.
- Personal attacks, insults, or threatening language.
- Potentially libelous statements.
- Plagiarized or copy-written 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 promotions or spam.
- Organized political activity

- Photos or other images that fall in any of the above categories.

In addition, the Bondurant Community Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. For example, a response to a YouTube book review may be quoted in a newspaper or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Bondurant Community Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse or review content outside the “pages” created by the Bondurant Community Library staff.

Participation in Bondurant Community Library social networking services implies agreement with all Library policies, including its Internet Policy, and the Terms of Service of each individual third-party service. If a user does not agree to these terms, he/she is not to use the services provided.

The role and utility of social networking sites will be evaluated periodically by library staff and may be terminated at any time without notice to subscribers.

Bondurant Community Library staff who wish to create professional Bondurant Community Library social media accounts including but not limited to Facebook, Twitter are expected to obtain approval from the Library Director.

Staff are encouraged to maintain separate personal and professional accounts. That said, staff must be aware that in the online environment the lines between public and private are blurred. Staff must be aware how content shared through social media will be perceived by our patrons, partners, co-workers, and supervisors. Professional judgment must be used to determine whether or not content is appropriate for either setting.

Privacy and retention: Content of both internal and public social media sites are an effective form of communication but should not be misconstrued as private even if limited to a specific audience.

Adopted by the Bondurant Community Library Board of Trustees
02/2010

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