

# BAY COUNTY LIBRARY SYSTEM

## SOCIAL MEDIA POLICY

The Bay County Library System uses online social software services to provide public forums for sharing ideas, opinions, and information about library-related subjects and issues. These forums are intended to create welcoming and inclusive online spaces where library users can interact with library staff and other library users while finding useful and entertaining information related to the library's activities and resources.

Social software is defined as any website or application which allows users to share information. Social software can include, but is not limited to blogs, wikis, and social networking websites. Many social networking sites allow users of those sites to become a "friend," "fan," or otherwise associate their "profiles," or virtual presences, with the library's profile on these sites. Examples of such sites include *Facebook*, *Twitter*, *YouTube* and *My Space*.

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. Users may remove themselves at any time from the library's "friends" or "fan" lists, or request that the library remove them. Users should be aware that third party websites have their own privacy policies with which they may want to become familiar.

Comments, posts, and messages are welcome on Bay County Library System social networking sites. While the library recognizes and respects differences in opinion, all such interactions will be monitored regularly for content and relevancy (before publishing when possible). All postings which 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 or slanderous statements
- Material that condones illegal actions or provides instructions for committing illegal acts
- Material in violation of copyright law
- Private, personal information published without consent
- Comments unrelated to the content of the forum
- Hyperlinks to material not directly related to the discussion
- Commercial promotions or spam
- Photos or other images that fall in any of the above categories

The Bay County Library System reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Bay County Library System 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 library staff. Participation in Bay

County Library System social networking services implies agreement with all library policies. If a user does not agree to these terms, they are 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.