



Pittsford Community Library Policies

Social Media Policy

Adopted by the Board of Trustees on May 10, 2017

Revised and approved by the Board of Trustees on December 11, 2024

The social media platforms supported by the Library are intended to assist in fulfilling our mission of connecting people with materials and information, as well as serving the informational, educational, recreational, and cultural needs of the community.

Social media content is created by Library staff. The content primarily relates to libraries, Library events, and special topics that the Library is discussing or promoting. Positive interaction with community members will be promoted on our social media to foster an atmosphere of education and learning.

These guidelines are created to supplement existing Library policies, including the Rules of Conduct for Library Users and the Computer and Internet Safety and Use Policy.

Responsibilities and Use Restrictions

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number, or address. The Library does not act in place of, or in the absence of, a parent or legal guardian.

Comments on posts from the public are allowed but will be reviewed by Library staff for content appropriateness. Any comments deemed inappropriate by Library staff or that violates other Library policy may be deleted.

The Library recommends against posting personal information to our social media platforms and is not responsible for personal information users post about themselves.

The Library will periodically evaluate the role and utility of its online venues and social media, which may be terminated at any time.