



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 June 9, 2021

The social media platforms supported by the Pittsford Community 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 is broadly defined as any web application, site or account created and maintained by the library which allows users to share or obtain information.

The content of our social media is created by Pittsford Community Library staff. The content will primarily relate 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 Patron Rules of Conduct Policy 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 and posts from the public are allowed, but will be reviewed by library staff for content appropriateness. Library staff reserves the right to review all comments and postings and delete comments that are inconsistent with the content created by the library staff, and/or impinge on another's privacy, violate the law, the rights of any third party, or library policies. Comments or postings that fall within any of the following categories will be removed by library staff:

- Obscene, sexist, homophobic, racist, libelous, or otherwise discriminative content
- Political advocacy content
- Advertisement and solicitations
- Harassing comments or postings that include profane or obscene statements or images, threatening physical harm toward another person, or engaging in behavior with the sole intent of harassing another person

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- Plagiarizing or posting copy-righted material without permission or authority from the copyright holder
 - Private, personal information of another person without appropriate consent or authority

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

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