

## **SOCIAL SOFTWARE POLICY**

The Baker Free Library uses various 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 inviting 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. The Baker Free Library regards online social software in the same way as its other information resources in accordance with its mission of serving the informational, educational, and leisure needs of Town of Bow residents.

### **Definition of online social software**

Online social software is defined as any website or application which allows users to digitally share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, wikis, posts to community reviews, and patron ratings of library materials via the library's website.

### **Parental Controls and Privacy**

As with more traditional resources and the Internet, the Library does not act in place of, or in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place on a minor's use of social software applications.

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 library-related information with users on that site, unless granted permission by users for Library contact outside of that specific site. Users may remove themselves at any time from the Library's friends, fans, or followers 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.

Users are encouraged to protect their privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

### **Commenting**

Comments, posts, submissions, and messages are welcome on the Baker Free Library social networking sites. While the Library recognizes and respects differences in opinion, all such interactions will be regularly monitored for content and relevancy (before publishing when possible). All posts which contain any of the following will be removed:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private personal information published without consent of individual
- Comments unrelated to the library, its mission, or its activities
- Hyperlinks to materials that are not directly related to the discussion topic
- Commercial promotions or spam
- Organized political activity
- Photos or other images unrelated to the library, its mission, its discussion topics, or its activities

### **Liability and Participation**

The Baker Free 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 content outside of the pages maintained by the Library and the posts created by Baker Free Library staff. Participation in Baker Free

Library social networking services implies agreement with all Library policies, including its *Social Software Policy* and *Internet Policy*, and the Terms of Service for each individual third-party service.

**Ongoing Use Evaluation**

The role and utility of social networking services in relation to the goals and purposes of the Library will be evaluated periodically by the Library's staff and board of trustees, and may be terminated at any time without notice to subscribers.

Approved by the Baker Free Library Board of Trustees on 12/9/2009; revised 4/8/2015