

SOCIAL MEDIA POLICY

1. The Library considers social media to be internet-based applications that allow the creation and exchange of user-generated content and recognizes that social media is regularly used as a form of engagement and communication.
 2. The Library has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and work rules and policies. At all times, including non-work hours, employee use of social media must comply with all pre-existing Library policies including, but not limited to code of ethics policies, acceptable use of library equipment and facilities policies, emergency policies, security policies, workplace violence and harassment policies, publicity/communications policies, and confidential records policies.
 3. The Library has the right and responsibility to protect itself from the unauthorized disclosure of information and to protect its reputation as an institution and employer.
 4. The Library requires that employees report all suspected violations of this policy to the Director. The Library will investigate and respond to all reports of violations of its social media policy and other related policies.
 5. Violation of the Library's Social Media Policy may result in disciplinary action up to and including termination.
 6. The Library reserves the right to take legal action if deemed necessary to protect the interests of the Library, its employees, patrons, or any other affiliated individual or entity.
 7. Unlawful use of, or conduct while using social media may result in civil or criminal charges.
- A. Expectations for social media behavior when referencing the Library, employees of the Library, or anyone affiliated with the Library, including patrons and the public at large are:
1. All posts on the Library website, blogs, and associated social media must first be approved by Administration or the appropriate department head.
 2. Unless specifically instructed, employees may not represent that they are communicating on behalf of The Smithtown Library nor undertake any

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position that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.

3. Employees should identify themselves and be honest in posts about who they are and what they do.
4. Employees should always respect the Library's interests when they post online.
5. Since information found on social media sites may be used to form opinions regarding the Library and staff, common sense, professionalism, consideration and sound judgment should be used at all times.
6. The Library expects employees to assume personal responsibility whenever they utilize social media.
7. Employees may not access social media sites for personal use during work time.
8. Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party.

B. Employees using social media when referencing the Library, employees of the Library, or anyone affiliated with the Library, including patrons and the public at large may not:

1. Post confidential information such as (but not limited to) patron names and contact information, employee, Administration and Board of Trustees information, vendor relationships, Library financial information, proprietary Library information, special project information, etc.
2. Post protected materials and/or proprietary and intellectual property belonging to the Library or another company or person.
3. Post using profanity, inappropriate speech, obscenities, pornography, lewdness, defamation, or utilize social media to engage in personal attacks, harass, threaten, intimidate, retaliate, or discriminate or any other inappropriate behavior.
4. Comment on or display information concerning the work performance of other employees without prior Library consent.
5. Use social media in a manner that may conflict or interfere with work responsibilities or professional obligations at any time, including during non-work hours.
6. Use social media to reference work-related matters.

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7. Take photos of work related information or non-public areas of the Library and post this information on social media, unless expressly authorized by the Director or the Library Board.

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