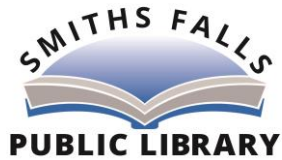

Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-10**

Policy Title: **Social Media**

Policy Approval Date: **September 12, 2017**

Last Review Date: **January 18, 2022**

The Smiths Falls Public Library is committed to using social media to promote and inform our community about library services and programs as well providing an opportunity for our community to be in touch with the library.

The Smiths Falls Public Library regards online social media in the same way as its other information resources. As with more traditional resources, the Library does not act in place of or in the absence of a parent.

In addition to the general rules respecting use of the library, the Smiths Falls Public Library prohibits the use of its social media for any purpose which would contravene any legislation or government regulation, or which might create civil liability by the user or the Library Board to any person. For example, the Ontario Human Rights Code prohibits certain forms of discrimination and harassment of other individuals or groups, and the Criminal Code of Canada includes prohibitions against child pornography, obscenity, hate literature, sedition and literature for illicit drug use. An example of civil liability is the law of libel and slander. No effort has been made to be exhaustive in giving the above examples. Users are reminded that ignorance of the law is not an excuse. Use of Library social media is conditional on the user's agreement to observe this policy. By continuing to use the application, the user indicates agreement to all requirements of this policy.

Comments, posts and messages are welcome on The Smiths Falls Public Library's social media sites, provided they do not contain:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum

- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam

All social media sites affiliated with the Library will be regularly screened by library employees. All postings which contain any of the above will be immediately removed and the poster barred from posting any subsequent messages to Library social media sites.

By posting content, the user agrees to indemnify the Smiths Falls Public Library and its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by any of them which arise out of or are related to the posted content. Forums and messaging may not be used for commercial purposes or for organized political activity.

If any user does not agree to these terms, they are not to use the service, as violation of the terms can lead to legal liability.

Staff will not share or share personally identifiable information and/or patron information that is protected by library confidentiality.

Appropriate content for staff to post include but are not limited to:

- Notices of upcoming meetings and events
- Content of all press releases
- Policies and procedures
- Information about library services, trends or technology
- Communication between staff and the library community regarding library news
- Frequently asked questions
- Information and events important to community life

[Adapted from the Ottawa Public Library Social Media Policy.]