

Conway Public Library Social Media Policy Draft

The purpose of the Conway Public Library's social media platforms is to provide information of public interest to the community's residents, businesses, visitors, and other members of the public. We encourage you to engage with the Library through social media and share pertinent information with your own network. Please note that the comments expressed on the Conway Public Library's social media sites do not reflect the opinions and positions of the Library or its trustees and employees. The Conway Public Library does consider its social media platforms to be moderated online discussion sites, and as such the Library reserves the right to remove comments that contain:

- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination;
- Sexual harassment content;
- Spam or comments that include links to external online sites;
- Solicitation of commerce or advertisements including promotion or endorsement;
- Promotions of particular services, products, or political candidates or organizations;
- Content that violates legal ownership interest of any other party, such as copyright or trademark infringement;
- Information that may compromise the safety or security of the public or public systems.

Violators of this policy may have their comments removed from the Conway Public Library's official social media platforms. Continued or egregious violations of this policy may prompt the Library to further restrict an individual's commenting on Conway Public Library's social media platforms.

Comments may only be removed by the Director or Assistant Director. If a member of the public feels a comment has been removed in violation of this policy they may have their complaint addressed by the Board of Trustees.

Non-Endorsement Clause:

Conway Public Library is neither responsible for the content, nor endorses any site, which has a link to or from our social media platforms. The Library may follow, like, or share content on or from other social media sites for informational purposes only and such actions do not constitute or imply endorsement, agreement, or support of any site content or sponsor.

Formal Public Comment:

Social media posts do not constitute official public comment and will not be included in the official record for the Conway Public Library board's consideration. The Library considers opinions expressed on any social media platform as posted for discussion only and not as a substitute for a formal statement in the public comment process. Comments intended to become part of the official public comment process should be submitted during the public comments portion of the monthly Board of Trustees meeting.

Photography and Video Release Statement:

Programs or events sponsored by the Conway Public Library may be photographed or video-recorded. Attendance at a Library sponsored program or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of Conway Public Library.

The Library staff will make every effort to inform the public about this policy. Should an employee, patron, or the parents or guardians of such persons who are under the age of 18 not want to be photographed, video-recorded, or have their name or biographical information used in connection with any such recording, they must submit a completed Photo Opt-Out form to the Conway Public Library. The Library will make every effort to honor an individual's opt-out status, however it is the responsibility

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of the individual to remove themselves from areas in which photography and/or recording is taking place, or notify the camera operator of their opt-out status. Failure to do so may result in that individual's inclusion in a photograph or recording and will be treated as consent for the Library to utilize that photograph or recording accordingly. **The library will honor any request from an individual to have their photo, or that of their minor child, removed.**

Right To Know Law NH RSA 91-A:

Contents posted on library social media sites may be considered public records subject to disclosure under the New Hampshire "Right To Know" law, RSA 91-A.

Policy Review:

The Trustees shall review this policy on an annual basis.