

## Social Media Sites Policy

### Definitions:

- "Library" shall mean the Catskill Public Library.
- "Posting" shall mean any writing, image, video, download, an audio file, or hyperlinks to other websites [or media which is downloaded, referenced, inserted] placed upon any Library social media site.
- "Social media site" shall include any online forum/site, web application, or account created and/or maintained by the Library or its agents, which permits users to communicate with other users through postings, including, but not limited to, Facebook, Twitter, blogs, chat rooms, wiki, YouTube, Flickr, Instagram, and LinkedIn.

### Purpose of the Library's Social Media Sites:

The Catskill Public Library ("Library") has established social media sites primarily to inform Library users about Library programs, events (including those co-sponsored with other organizations), and materials and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events, and materials. The Library's Social media sites may also notify the general public of Library employment opportunities. The Library's social media sites are not intended to be traditional public forums for exchanging ideas or viewpoints but a limited forum for discussing library programs, events and materials.

Courts have recognized that Libraries are limited public forums. As such, they are only obligated to permit the public to exercise rights consistent with the nature of the Library and consistent with the government's intent in designating the Library as a traditional public forum. All postings related to this mission statement (as determined by the Library's sole discretion) are permitted except otherwise stated in this policy.

### Agreement:

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this Policy, and the Catskill Public Library's Policy on Internet and Computer Use, as applicable.

### Disclaimer:

The Library is not responsible or liable for the content of postings by third parties on any Library-sponsored social media site. Postings do not reflect the opinions or positions of the Catskill Public Library, its employees, or its Trustees.

### No Privacy:

You should have no expectation of privacy in postings on Library-sponsored social media sites, and, by utilizing these sites, you consent to the Library's right to access, monitor and read any

postings on the sites. The Library's social media sites may be considered public records under NYS Public Records laws. If requested, the Library must disclose public records to third party requestors unless certain exemptions apply. The Library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

#### Ownership:

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting.

#### Postings:

The purpose of the Library's social media sites is to inform Library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. Accordingly, any postings inconsistent with this stated purpose may be removed as determined by the Library's sole discretion. Examples of postings not permitted include, but are not limited to:

1. Advertisements;
2. Spam;
3. Postings that contain obscene matter;
4. Disparaging, harassing, abusive, profane or offensive postings;
5. Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence;
6. Potentially libelous or defamatory postings;
7. Postings that contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners;
8. Postings that violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws;
9. Postings that discriminate based on race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry;
10. Postings that are sexually harassing include epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, and unwelcome sexual compliments, innuendos, suggestions, or jokes.
11. Postings that promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity;

12. Postings that support or oppose any labor organization or any action by, on behalf of, or against any labor organization;
13. Postings that support or oppose the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or bond issue.

#### Violations of this policy:

In its sole discretion, postings that the Library deems in violation of this policy may be removed in whole or in part by the Library immediately upon discovery by the Library without prior notice. The Library reserves the right to terminate accounts and ban or block users who have posted in violation of this policy.

#### Reporting Violations:

Users may report violations of the Library's social media site's policies to the Library by contacting the administrators of CPL's social media sites by emailing [director@catskillpubliclibrary.org](mailto:director@catskillpubliclibrary.org).

#### Employee Postings:

Library employees are not prohibited from posting on the Library's social media sites during their personal time outside of work. The Library recognizes that public employees do not surrender all their First Amendment rights by reason of their employment, and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. However, when a public employee makes statements relative to their official duties, the employee is not speaking as a citizen for First Amendment purposes. The Constitution does not insulate their communications from potential discipline by the Library. Employees must be aware that other users may view the information they display or comments they make on the Libraries social media sites as official Library-sponsored information or comments. Therefore, employees must follow the Catskill Public Library Employee Handbook guidelines in utilizing Library Social Media Websites.

**Resolution: Adopted on May 18, 2022 by unanimous vote of the Board of Trustees of the Catskill Public Library.**