

Ossining Public Library
Social Media Policy

The Ossining Public Library is committed to providing an online environment where all members of the community may come to read, share opinions, discuss, and exchange ideas presented in the library's digital space. In order to maintain a safe, respectful and welcoming online environment for all participants, the Library has created this social media policy which states the Library's purpose in using social media and establishes parameters of the service and for public use.

Social media is defined as any website or application that allows people to share information in a virtual environment. Examples include, but are not limited to: the Library's website, Facebook, X, WhatsApp, YouTube, TikTok, SnapChat, Reddit, Instagram, and Flickr.

The Ossining Public Library uses social media platforms for a variety of purposes, including public information distribution, promotional information about library services and programs, community engagement, and job postings. The library's use of social media is intended to augment the library's presence in the community and to provide information to the public.

User comments, posts, and messages are welcome on library social media accounts and services. Comments/posts will be moderated by library staff for content and relevancy. The library reserves the right to deny, modify or remove content, comments, tags, and/or images/videos that it deems, at its sole discretion, to be abusive, offensive, defamatory, commercial or spam, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. The library in addition reserves the right to edit or modify postings for space, while retaining the intent of the original post; and to reproduce comments, posts, and messages in other public venues (removing identifying information other than first name unless prior approval has been granted for full attribution). The Library further reserves the right to ban or block users who have posted in violation of this policy.

Users should safeguard personal information and should not post any email address, home address, phone number or other personal information. The library does not collect, maintain, or otherwise use personal information stored on any third party social media sites. Users may add or remove themselves from the library's "friend" or "fan" lists at their discretion, according to the capabilities offered by such third party sites. Users should be aware that third party sites have their own privacy policies and should proceed accordingly.

The library respects the privacy of individual users, and will make contact with an individual only when granted permission by that user, such as when a user asks for reference assistance, registers for a program, signs up for a notification, or responds to an appeal.

By participating in the library's social media services, each user agrees to abide by the library's policies and all applicable federal, state, and local laws. By participating in these services each user agrees to indemnify the Ossining Public Library and its officers and employees from and

against all liabilities, judgments, damages, and costs (including attorney's fees) that arise out of or are related to the content posted by said user.

The Ossining Public Library is not responsible for and does not endorse content other than the "pages" and "posts" created by the Ossining Public Library staff on its social media services. Any views expressed by a user of the library's social media services are those of the individual author and do not represent the official views of the Ossining Public Library.

Adopted by the Ossining Public Library Board of Trustees 11/25/2013

Revised policy presented to the Ossining Public Library Board of Trustees for a first reading 11/2/2023.

Revised policy approved by the Ossining Public Library Board of Trustees 11/13/2023