

William K. Sanford Town Library

Social Media Guidelines

General

The library encourages the use of social media to increase its interaction and communication with patrons. The purpose of these guidelines is to ensure the responsible use of social media and discourage activities which reduce the integrity and value of the service.

Guidelines

1. Patrons should feel free to communicate in the Library's social media on any library-related topic or topics specifically related to or initiated by the William K. Sanford Town Library.
2. The promotion of programs or services for other organizations is not allowed.
3. References including personal names is generally discouraged.
4. Communication should not disparage another person or their ideas.
5. Communication may not infringe on any copyright, trademark, patent, trade secret or other proprietary rights of any third party.

Violations

1. Repeated or egregious violations may result in the removal of a member from a social media website.
2. All postings or communications are subject to review and removal from the social media website.