

# West Hartford Public Library

## POLICY MANUAL

### **Title: Social Media Policy**

*Approved by the Library Board, February 24, 2020*

The West Hartford Public Library (WHPL) uses social media\* platforms to share information about library programs and services and to promote literacy.

The West Hartford Public Library reserves the right:

- to monitor content before it is posted on all of its social media web applications, web sites, web accounts, or mobile platforms.
- to modify or remove any messages, tags or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark or other intellectual property right of any third party, or otherwise inappropriate for the service.

**Scope:** This policy applies to all social media participants, whether registered with the West Hartford Public Library or not. Library staff using social media are expected to comply with the Town of West Hartford's Social Networking Policy.

*\*Social media* is defined as any web application, website, web account or mobile platform created and/or maintained by WHPL.