Social Media Policy

Leach Public Library

Purpose

The Leach Public Library uses social media to share information about the library and promote library news events and services. It is also intended to facilitate conversations about library-related issues and create connections within the community. The library considers social media to be an important tool for information sharing.

Definitions

Social media is defined as any web application, site, or account created and maintained by the Leach Public Library for the purpose of sharing information on library-related topics. Social media sites used by the library include, but are not limited to, Facebook, Pinterest, and Instagram. Sites and applications used may vary with advances in technology and the development of new applications.

Staff Postings

Designated library staff members are responsible for maintaining library's social media sites, posting related content, and responding to comments and questions. Library social media posts are intended to share information and promote library resources and services. Occasionally news from other community organizations will be shared to meet the needs and interests of the community, and to foster partnerships within the wider community.

Public Posting

The Leach Public Library welcomes posts, comments and questions on our social media sites. All posts and comments are subject to library policy, including but not limited to the Patron Conduct Policy. By posting, users agree to follow the library's social media Policy. The Leach Public Library is not responsible or liable for any content posted by any participant on the library's social media platforms who is not a member of the library's staff.

When posting on social media sites, users must be aware that privacy is not guaranteed. Social media, and its content, is permanent, viewable, and public. Messages can potentially be viewed by anyone once posted. The library highly recommends that users not post personal or confidential information, including contact information, on social media.

The library reserves the right to monitor, modify, or remove any content deemed inappropriate. The following content will be removed by library's designated staff members:

- Potentially libelous statements
- Obscene comments
- Racist comments and hate speech
- Personal attacks, insults, or threatening language
- Copyrighted or plagiarized materials
- Private/personal information published without consent
- Spam, and any commercial advertisements, solicitation of funds, political or proselytizing messages
- Comments and links not directly related to the discussion.

The library asks that any user concerns or complaints be made directly to library staff, so that any issues can be addressed quickly. Library social media is not used by the library to document or address patron concerns, problems or challenges, or influence library policy or programming.

Reviewed and approved by the Leach Public Library Board April 23, 2026.
Revised and Approved February 24, 2022
Adopted by the Library Board October 23, 2014