

Spring Township Library Association  
**SOCIAL MEDIA NETWORKING POLICY**

**I. PURPOSE**

The purpose of this policy is to give directors, officers, employees and volunteers guidance regarding the appropriate content for personal website, social media or networking websites, web pages and other electronically-transmitted or hardcopy material with respect to the use of the Spring Township Library Association images, material, logos, or any reference to official Library activities, training, or investigations. All members of the Library are reminded that professionalism, ethics, and integrity are of paramount importance in the Library community. The integrity of the Library must be above reproach. Therefore, all directors, officers, employees and volunteers must avoid any conduct which would compromise our integrity and thus undercut the public confidence in the Library or this profession.

**II. POLICY**

Directors, officers, employees and volunteers are prohibited from posting, transmitting, and/or disseminating any photographs, video or audio recordings, likenesses, images, logos, emblems, patches, badges, uniforms, vehicles, equipment, and other material that specifically identifies the Library or its members without the express written permission of the Library Director. Furthermore, directors, officers, employees and volunteers are prohibited from posting any wording or content that would compromise the integrity of the employee, volunteer or the Library or reference any past or present investigation. Directors, officers, employees and volunteers are also discouraged from posting any wording and transmitting and/or disseminating any photographs, video, or audio recordings while on duty (unless on official library business).

**III. PROCEDURES**

- A. The following are the operating guidelines for Personal Use of Social Media Networks:
1. Directors, officers, employees and volunteers are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses, or images of the Spring Township Library Association logos, emblems, patches, badges, uniforms, vehicles, equipment or any other material that specifically identifies the Library on any personal website, social media or networking website, web pages and other electronically-transmitted or hardcopy material without the express written permission of the Library Director.
  2. Directors, officers, employees and volunteers are prohibited from posting, transmitting, and/or disseminating any photographs, video, wording or content that is unethical, defamatory, derogatory or is likely to adversely affect the discipline, good order or reputation of the agency, or that tends to compromise the

integrity of the employee or volunteer on any personal website, social media or networking website, web pages and other electronically-transmitted or hardcopy material.

3. Directors, officers, employees and volunteers are prohibited from posting, transmitting and/or disseminating any pictures, videos or materials of official Library training, activities, or work-related assignments without the express written permission of the Library Director.
4. Directors, officers, employees and volunteers are prohibited from posting, transmitting, and/or disseminating any pictures, videos, wording or content related to any past or present investigation conducted by the Library.
5. Directors, officers, employees and volunteers are prohibited from posting any wording and/or transmitting or disseminating any pictures, video or audio recordings on any personal website, social media or networking website, or web page while on duty (unless on official library business).
6. Directors, officers, employees and volunteers are encouraged to thoroughly review the Spring Township Library Association computer use policy for specific procedures and guidelines on the use of the computer system.

#### **IV. DISTRIBUTION**

All Directors, officers, employees and volunteers

#### **V. RESPONSIBILITY**

It is the responsibility of all Library personnel to become familiar with this policy and to adhere to its procedures.

#### **VI. REVIEW**

This policy may be reviewed periodically and amended as authorized by the Library Director.

Spring Township Library Association  
SOCIAL MEDIA NETWORKING POLICY  
Acknowledgment Page

I, \_\_\_\_\_ have reviewed the Spring Township Library Association Social Media Networking Policy, understand the document's content, and agree to comply with the requirements of this policy. I understand that failure to comply may result in actions consistent with the progressive discipline guidelines of the Spring Township Library Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date