

TOWN OF MCLENNAN LIBRARY BOARD
SOCIAL MEDIA POLICY

The McLennan Municipal Library recognizes that the use of social media enhances communication, collaboration, exchange of information, and helps to build stronger community relationships.

Guidelines:

1. Postings may include but are not limited to:
 - McLennan Municipal Library or community news, programs and events.
 - News and articles pertaining to libraries and literacy.
 - Announcements, acquisitions and readers suggestions.
 - Changes in Library hours, staffing and operations.
2. The McLennan Municipal Library reserves the right to remove or restrict any content posted by visitors which is deemed inappropriate.
4. Inappropriate use is defined as creating public posts or sending private messages which:
 - Negatively reflect the McLennan Municipal Library or library staff.
 - Contain personal or confidential information.
 - Do not reflect Library Policies.
 - Are against provincial and federal laws.
 - Include offensive or defamatory comments, sexual content, discrimination or content deemed inappropriate by the Library Manager or Library Board.
5. When representing the McLennan Municipal Library on social media, whether on official McLennan Municipal Library social media applications or on their personal account, staff are expected to communicate in a respectful and professional manner.
6. Information will be confirmed, as much as is reasonably possible, for accuracy before being posted.

Approved: May 2015

Reviewed: December 2018

Revised: February 2019

Next review: January 2021

Board Chair: