



Comsewogue Public Library Employee Social Networking Policy

The Comsewogue Public Library recognizes that social media is regularly used as a form of engagement and communication. The Library expects employees to exercise personal responsibility whenever they utilize social media. The Library has the right and responsibility to protect itself from the unauthorized disclosure of information and to protect its reputation as an institution and employer. The Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and work rules and policies. This policy includes basic guidelines for Library employees:

“Social media” and related technology include, but are not limited to, video, Wiki posts, social networking, sites such as Facebook, MySpace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs, online journals, diaries or personal newsletters not affiliated with the Comsewogue Public Library. This policy also is to relate to social media technologies and applications that are not yet existent.

Library employees may not access social media sites for personal use during work time. Library employees may not use social media in a manner that interferes with their job duties or violates a Library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, its employees, or anyone affiliated with the Library, including patrons and the public-at-large.

Employees are responsible for protecting confidential and proprietary Library information. Employees may not disclose any confidential or proprietary information relating to the Library, its patrons, affiliates, vendors, or suppliers, including, but not limited to business and financial information.

At all times, including when utilizing social media during non-work hours, employees are expected to comply with the Library’s policies regarding the confidentiality of Library operations. Employees may not, at any time, use social media to reference any work-related matters.

Unless specifically instructed, employees may not represent that they are communicating on behalf of the Comsewogue Public Library nor undertake any position that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.

Library employees are prohibited from taking photos of work-related information or non-public areas of the Library and posting this information on a social media site, unless expressly authorized by the Director or the Library Board.

Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party.

The Library requires that employees report all suspected violations of this policy to the Director. The Library will investigate and respond to all reports of violations of its social media policy and other related policies. Violation of this policy may result in disciplinary action up to and including termination. The Library reserves the right to take legal action if deemed necessary to protect the interests of the Library, its employees, patrons, or any other affiliated individual or entity.