

## **QUINCY PUBLIC LIBRARY SOCIAL MEDIA POLICY**

Employees who contribute to the Library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting.

The Library permits patrons to comment on Library posts. It does not endorse the opinions expressed in posts on its social media sites.

The Library reserves the right to delete posts that violate Library policy. Failure to comply with federal, state, and local law as well as Library policies will be grounds for suspension of posting privileges.

Posts that contain any of the following are prohibited and will be removed:

- Obscene material
- Child pornography
- Libel
- Discriminatory or harassing language
- Copyrighted or trademarked material
- Spam
- For profit advertising or sale of merchandise or services

The Library, its employees, agents, and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media.

Adopted May 14, 2013  
Revised September 14, 2021  
Quincy Public Library  
Board of Trustees