

# **Social Networking Sites Guidelines**

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The administrator of the Library's Social Networking pages will follow these guidelines in addition to the Library's Public Service Policies

Approved September 5, 2007

## **Purpose**

- Connect with patrons, authors and other libraries
- Promote library programs, events and services through blogging and bulletins

## **Content**

- Information about library programs, events and services
- Materials owned by the library
- Information about authors and their works
- Links to other webpages. As a social networking site, links will be made to pages created by people outside the Library; the Library has no control over the content of those pages.

## **Comments**

- Comments deemed inappropriate for a public space will not be approved
- Comments containing html that may interfere with the layout of the page will not be approved
- Advertisement or promotional comments must be under 10 lines and are subject to the approval of the administrator

## **Friends**

- Friends and followers are subject to approval by the administrator
- The Library reserves the right to approve or deny friends