

**Dedham Public Library**  
**Social Media Policy**

The Dedham Public Library (“The Library”) uses social media to increase awareness of and accessibility to its programs, resources and services in order to serve its mission.

The purpose of this policy is to address use of social media activities by the Library and its employees, volunteers, elected officials, and patrons. The Library’s social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials. The Library does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.

Only those employees responsible for the Library’s social media sites should be actively participating on those sites during work hours. 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 and patrons are invited to share opinions about Library-related subjects, resources and programs.

Postings do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites.

The purpose of the Library’s social media sites is to inform Library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials.

The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law.

Voted and approved by the Board of Library Trustees: March 7, 2019

Effective date: March 7, 2019