

Social Media and Website Policy

Adopted: 1/25/2022

Revised: 2/25/2025

Approved by: Library Board of Trustees

The social media outlets supported by the Fenton Free Library are intended to assist in fulfilling the mission of connecting people with information, ideas and to increase awareness and accessibility to its programs and resources. Social media is broadly defined as any web application, site or account created and maintained by the Library which allows users to share or obtain information.

The content of our social media will be created by Fenton Free Library staff. Much of the content will relate to libraries, books and other library related materials; as well as to library programs, events, photos and/or images, or special topics that the Library is discussing or promoting. Positive interaction with community members will be promoted on social media to foster an atmosphere of education and inclusion.

General Policy

The Library does not collect, maintain or otherwise use the personal information stored on any third-party site in any way other than to communicate with users on that site, unless permission is granted by users.

Library staff reserves the right to review all comments and postings and delete comments at its discretion. In the event that an individual posts inconsistent comments or offensive material, the Library reserves the right to block the user.

Comments or postings that fall within any of the following categories may be deleted by library staff:

- Obscene, sexist, homophobic, racist, or otherwise bigoted content.
- Harassing comments or postings against library staff or other social media users. Harassing comments or postings that include profane or obscene statements or images, threatening physical harm toward another person, and engaging in behavior with the sole intent of harassing another person.
- Libelous statements.
- Plagiarizing or posting copy-righted material without permission or authority from the copyright holder, upon request of the copyright holder.
- Private, personal information of another person without appropriate consent or authority.
- Comments, postings, and/or hyperlinks not related to the content created by the library staff.
- Advertisement and solicitations not expressly permitted by the Library.
- Photos, videos or other images that fall in any of the above categories

The Library recommends against posting personal information to our social media platforms and is not responsible for personal information patrons post about themselves.

Any personal information, photos or other media posted about persons under the age of 18 will be removed from our social media platforms. An exception is made for photos of Library events posted by library staff where parental permission was given.

Any social media user who has been blocked or had a message/content deleted may appeal this decision, in writing, to the Library Director. The Library Director may affirm or reverse the decision, in writing, within 30 days of receiving the appeal.



Staff members will be designated to monitor and maintain all library social media for content, structure, and updates.