

FLATHEAD COUNTY LIBRARY MEDIA COMMUNICATION POLICY

PUBLIC POSTINGS

Flathead County Library utilizes social media and online platforms for informational, educational, cultural, and recreational purposes. ~~These platforms serve as public forums to facilitate the sharing of ideas, opinions, and library-related information between Library staff and users.~~

~~While Library staff moderate discussions, comments and posts by the public do not necessarily reflect the official position of Flathead County Library or its staff.~~

PRIVACY & USER RESPONSIBILITY

- The Library does not collect or use personal information from third-party social media sites beyond communicating with users unless explicit permission is granted.
- Users ~~are encouraged to should~~ review third-party privacy policies before engaging with Library social media.
- To protect privacy~~--~~, especially for minors under 18~~--~~, ~~individuals~~users should avoid sharing ~~not share~~ personal information ~~details~~ such as last names, schools, ages, phone numbers, or addresses.
- Parents and guardians are responsible for their child~~ren's's~~ use of Library social media platforms.

CONTENT MODERATION & REMOVAL

Flathead County Library reserves the right to monitor and remove any content on its social media platforms that includes, but is not limited to, including:

- Copyright violations or off-topic comments
- Commercial advertisements, spam, or duplicate posts
- Obscene, threatening, libelous, or inappropriate material~~content~~
- Photos or images deemed unsuitable for public viewing

~~The Library may~~Flathead County Library may choose to~~also~~ remove its accounts or profiles from social networking sites at any time. The Library reserves the right to disable access to forums and messaging features on social networking sites at any time. -

LEGAL & POLICY COMPLIANCE

- By posting on Library social media ~~spaces~~pages, users agree to indemnify Flathead County Library, its Board, and staff against any legal claims, damages, or costs arising from their posts or activity. ~~related to their content.~~
- Library forums and messaging ~~services~~ may not be used for commercial promotions or political campaigns.
- Violations of~~ating~~ these terms may result in removal of content, legal action, or restriction from Library platforms.~~ocial medi~~

FLATHEAD COUNTY LIBRARY STAFF POSTINGS

The Flathead County Library Board of Trustees recognizes social media as a valuable ~~marketing and outreach~~ tool for promoting Library services, programs, ~~events~~, and community engagement~~services~~. Staff may use Library social media~~The Library uses social media~~ to:

- Advertise and promote Library events
- Share community and Library-related news
- Recommend books and highlight new arrivals

- Share creative ~~content ideas~~ relevant to Library programming
- Engage ~~with users~~ through relevant likes and shares

POSTING GUIDELINES

- Only ~~Library Director approved~~ staff authorized by the Library Director may post ~~to~~ official Library social media accounts.
- Posts must be ~~relevant~~ to Library services, programs, or local community events.
- Staff may not ~~post~~ share links to potentially malicious sites or unverified websites.
- ~~Any photo featuring~~ Photos with identifiable individuals ~~faces~~ requires written permission on filed with the Library Director.
- Content Posts must be free from profanity, nudity, political content, discriminatory language, threats, or obscenity ~~material~~.
- ~~No discussions of past or ongoing Trustee actions, conflicts, or policies may be posted without approval from the Director and Board of Trustees.~~

TIME & USE RESTRICTIONS

- Authorized staff should only use Library social media for Library-related purposes.
- Excessive or personal use during work hours may result in disciplinary action.

TRADITIONAL MEDIA (NEWSPAPER, TV, RADIO)

All guidelines and standards described in this policy also apply to Library communications through traditional media, including newspapers, television, and radio. ~~the above policies also apply to Library communications through newspapers, television, and radio.~~

Adopted: 5/26/2022

Revised: 53/2227/2025

Dave Ingram, Chair
Library Board of Trustees