

Bristol Library
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www.thebristollibrary.com

**External Policy/Communication
Policy EP-5 Social Media Policy**

Effective Date: 11/17/20

APPLICATION: Trustees, Library Manager, Staff, Patrons

STATEMENT OF PURPOSE: The Bristol Library Board of Trustees believes that social media provides a valuable and timely way for the Bristol Library to disseminate information about and promote library news, events, programs and services. It also serves to inspire conversation and expand the Library's connection with the community. The Library maintains this policy to guide individuals on the responsibilities of the Library and members of the community when interacting via the Library's social media accounts. Therefore, the Board of Trustees has adopted this Social Media Policy.

POLICY: Merriam-Webster Dictionary defines *social media* as "forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages and other content (such as videos)." Library social media platforms included in this policy are: the Library website (thebristollibrary.com), Facebook, Instagram, and the email newsletter account created and maintained by the Bristol Library.

RESPONSIBILITY: The Manager, under the authority of the Board of Trustees, is designated to enforce this policy and the following procedures.

APPROVED: 11/17/20 by the Bristol Library Board of Trustees

REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees

REVIEWED BY/ON: (Legal Counsel and/or by a designated person after a period
Of time)