

BONFIELD PUBLIC LIBRARY

POLICY TITLE: Social Media Policy

Policy Number: 24-06

Policy Approval Date: November 7th, 2011

Policy Review Date: March 2, 2026

The Bonfield Public Library (BPL) Social Media Disclaimer/Policy

The BPL offers *Social Media* for informational, educational, cultural, and recreational purposes. Comments and postings by participants other than Library staff moderators do not necessarily reflect the views of the Library Board or its Staff.

On the library's *Social Media* sites is information, news stories, photos, and information about programs and books at the BPL. The official source of information about the BPL is at our website at <https://www.bonfieldpubliclibrary.ca>

The BPL will fall inline under the Municipal Social Media By-Law No 2023-39

While *Social Media* provides an open forum, it is also a family friendly platform, so please keep your comments and posts clean. The site will not be updated daily and therefore post/comments will not be immediately answered or reviewed. In addition to keeping it family friendly, we ask that you follow our posting guidelines. If you do not comply, your message will be removed from public viewing and you will be blocked:

- We do not allow obscene, explicit, threatening, racial comments or submissions, nor do we allow comments that are abusive, hateful, or intended to defame anyone or any organization.
- We do not allow solicitations or advertisements.
- We do not allow comments that suggest or encourage illegal activity.
- You participate at your own risk, taking personal responsibility for your comments, your username, and any information provided.
- Appearance of external links does not constitute official endorsement on behalf of BPL nor do they represent our views.
- BPL has sole authority to remove posts that are deemed inappropriate and blocked users.

Suggestions for commenting Patrons are strongly encouraged to protect their privacy when commenting or posting on *Social Media* sites. Young people should not post information such as last name, school, age, phone number, address. As with other library materials, a child's use of the *Social Media* tools is the responsibility of the parent or guardian.

AI generated Content:

The library regards AI (Artificial-Intelligence) as a tool to improve and support efficiency. AI will be used as and when appropriate in accordance with the library's mission of serving Bonfield's community needs. To ensure that the library's use of AI is consistent with its mission, brand and objectives, staff can use AI to supplement social media posts, program creation, and communications, and day to day operations in the library.

Staff using AI are responsible for:

- monitoring, reviewing and editing any data or content AI generates before posting to social media, sending via email or printing documents meant for the public
- adhering and respecting user’s privacy and confidentiality in accordance with Employee Code of Conduct Policy Section 7 – General Principles and Anti- Spam Policy.

Visit  Facebook at <https://www.facebook.com/policies> for detailed Facebook **Terms and Policies**

Initial Policy Approval Date:	November 7, 2011	Motion # 11-03
Amended Dates:	November 7, 2016	Motion # 16-58
	November 13, 2023	Motion # 23-61
	January 8, 2024	Motion # 24-06
	March 2, 2026	Motion #26-40