

HR 5.12 SOCIAL MEDIA ACCEPTABLE USE

Definition: for the purposes of this policy “social media” broadly refers to blogs, forums, comment sections and social networking sites and apps that allow posting, sharing, or other interactions.

CRCPL encourages employees to share information with coworkers and the community for the purposes of promotion, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in those exchanges. However, since information posted on a third-party website can be available beyond the intended audience, the library has established the following guidelines for employee participation in social media.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and does not identify or reference library patrons, coworkers, or vendors without express permission. The library has the right to monitor employee use of company computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the library, its patrons, vendors, and employees. A social media site is a public place, and employees should avoid inappropriate comments. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates library policies.

Public disclaimers. Employees who identify themselves as library employees or discuss matters related to the library on a social media site are encouraged to include a disclaimer stating that it does not express the views of the library and that the employees are expressing personal views—for example: “The views expressed on this website are mine alone and do not necessarily reflect the views of my employer.” Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from corrective action.

Confidentiality. Do not identify or reference library patrons, coworkers, or vendors without express permission. Per CRCPL policies and applicable state laws, employees may not disclose any confidential or proprietary information. When in doubt, ask your supervisor before publishing.

Violations of this policy may result in corrective action up to and including termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.