

The Community Library

Social Media Policy

Application

This policy applies to all persons using social media on the Library sites. This means Library Personnel, Trustees, Patrons and others who add information and/or comments to the sites. By joining, utilizing and/or posting on these sites you agree to comply with this Policy and The Community Library's Internet policy, as applicable.

Purpose

The Community Library ("Library") has established social media sites in order to inform Library users and provide a forum about Library programs, events and materials. These sites are not intended to be traditional public forums but are limited to the discussion of Library related programs, events and materials. Posts and comments are moderated by designated Library staff, and the Library reserves the right, within its sole discretion, not to post and to remove submissions or comments that are unlawful or violate this policy.

Policy

Social Media sites will include any online forum or site, web application or account created and/or maintained by the Library which allows users to communicate with others through postings. A posting is any writing, image, video, download or hyperlink to other websites or media which is downloaded, referenced, inserted, or placed upon any Library social media site.

We reserve the right to remove any content we deem to be inappropriate, inaccurate or otherwise objectionable.

Responsibility

A posted comment is the opinion of the poster only. Its publication does not imply endorsement or agreement by the Library. Parents and guardians are responsible for supervising their children's use of the Library's social media sites. The Library has the responsibility to block users who have posted in violation of the policy more than one time. Library staff monitoring the social media sites will inform the Library Director of problematic posts or questions that require an official response. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date:

The Community Library

Library Charges and Fees

Application

This policy applies to all people borrowing or using Library materials. It is also meant to guide Library personnel in determining when a charge or fee is applicable. All persons using the Library materials agree to comply with this policy.

Purpose

The purpose of this policy is to provide the ability for all community members to borrow materials without the concern of fines for late return. Fines present a barrier to library use among those that most need access. Fines also contribute to material attrition, as a patron who can't afford to pay a fine on a late item may not return it at all. Evidence indicates that getting rid of fines raises circulation numbers, brings lapsed users back to libraries and promotes good will in the communities that the Library serves.

Policy

The Community Library (TCL) strives to provide access to all of its materials to the people in the communities it serves. The Library and its patrons share the responsibility for the collection and as such it is expected that the patrons return borrowed items on time and treat them with care.

TCL does not collect or assess daily late fees for overdue materials. (TCL reserves the right to exempt some material types from this policy at its discretion). A replacement fee will be issued to patrons who have not returned library material 21 days after their due date. The patron will be notified when they accrue a fee. If a patron pays the replacement fee and then finds the item the fee will be returned to the patron when the lost item is returned within 30 days of payment, in good condition, and proof of payment.

TCL will restrict the library privileges of patrons who owe fees over \$5.

*Some libraries in the MVLS system may be charging fines. Other libraries' policies should be consulted if you borrow through interlibrary loan.

Responsibility

Patrons who borrow materials are responsible for the care and return of items borrowed. When items are lost or damaged, patrons are responsible to pay for their replacement. TCL is responsible for providing access to all materials to all members of the communities it serves without charging late fees. The Library Director is responsible for training and supporting staff in the implementation of this policy.

Approved: