

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Public Information Usage and Social Media Policy

Mount Olive Public Library Privacy Statement & Social Media Policy

The Mount Olive Public Library (“Library”) is strongly committed to protecting the privacy of its online users, customers, members, donors, and friends. The Library believes that maintaining privacy on the Web is very important and that the Library takes seriously its responsibility to inform users about the information that is collected and used.

Confidentiality of Patron Account Information

All registration and lending records of the Mount Olive Public Library are considered private and confidential as part of its commitment to NJSA 18A:73-43.1 the **Library Records Confidentiality Act**. Confidentiality extends to all records with identifying information about patrons, including their requests for information and materials and their lending transactions. This confidentiality of patron account information also includes the use of Library computers and the online resources the patron’s access.

The Library will keep patron records confidential and will not use this information except as necessary for the proper operation of the Library and will not disclose the information except upon consent of the user, pursuant to subpoena or court order, or as otherwise required by law.

Promotional E-mail & Newsletter Communications

By providing a patron’s email address in his/her Library account, the patron agrees to receive notification e-mails about items requested and borrowed.

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Privacy of Website Usage

The Library's website and social software are intended to create a welcoming and inviting online space where Library users can find useful and entertaining information and can interact with Library staff and other Library users.

In common with many websites, the Library's website automatically logs certain "non-personally identifiable" information about visits to its website. This information is used for system administration, usage statistics, and to inform future development of the site. Any personally identifiable information provided to the Library is maintained by and accessible only to the Library unless the Library explicitly states otherwise. The Library will not release information on the use of specific Internet or website resources by individual members of the public except as required by law.

Individual visits to the Library's website and to third party electronic services are logged automatically, but do not identify individuals. The Library accesses summaries of usage to evaluate its impact, improve its content, and better manage its online services.

Third-Party Partners

The Library has teamed up with reputable third-party vendors in order to provide certain online content and services to its online users. When users leave the Library's site to visit one of its partners' sites, users are encouraged to become familiar with the privacy statements of each site they visit.

Security

The Library has all reasonable physical, electronic, and managerial measures in place to prevent unauthorized access to the information that the Library collects online. The Library does not, however, claim any responsibility for information collected by or from websites linking to or from the Library's website.

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Children

Parents/Legal Guardians should review the Mount Olive Public Library's "*A Safety Net for the Internet: A Parent/Legal Guardian's Guide.*"

Social Media Software and Expectations

The Mount Olive Public Library offers social software tools as a limited public forum to share ideas, opinions, and information about Library-related subjects and issues for educational, cultural, civic, and recreational purposes. Social software is defined as any web application, site, or account offered by the Library that facilitates the sharing of opinions and information about Library related subjects and issues including blogs, listservs, websites, social network pages like Facebook and Twitter.

What Patrons Can Expect Of The Mount Olive Public Library

Library staff has the right to exercise content management on its social media platforms in order to create a safe and welcoming environment, and to support the Library's aim to create online communities around the Library and its services. The Library moderates comments and reserves the right to remove content that is unlawful. The Library strives to keep its communities like the Library's locations: safe and welcoming.

Postings by users do not indicate Library endorsement of the ideas, issues, links, or commentary posted. Additionally, endorsement is not implied via "following," "friending," or otherwise linking to other online entities.

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What The Mount Olive Public Library Expects Of its Patrons

When **The Mount Olive Public Library** chooses to share comments, lists, or other information in the Library's social software, the patron agrees to do so with responsibility and with respect for the Library's communities and purpose.

- Always communicate with respect. Be considerate of others. Obscene, harassing, or abusive language is not tolerated.
- Act legally and ethically. Acting or attempting to act in violation of state, federal, or local law, ordinance, or regulation, or Library policy, is prohibited.
- Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, and phone number, address.

The Library reserves the right to remove posts that include:

- ❖ Copyright violations
- ❖ Commercial material/spam
- ❖ Duplicated posts from the same individual
- ❖ The FCC's definition of Obscene language
- ❖ Specific and imminent threats
- ❖ Libelous comments
- ❖ Pornographic and/or obscene Images

By choosing to comment on the Library's social software the patron agrees to these expectations. Violation of the Social Media Expectations may result in warnings or exclusions from the Library's social software tools.