Vogel Library Social Media Policy

Policy

This policy provides guidance for Vogel Library employees use of social media of the library’s social media in order to ensure alignment with the library’s mission and to protect both the library and its patrons from harmful, abusive or illegal comments.

Procedure

The following guidelines apply to professional use of social media on behalf of the Vogel Library.

- Only authorized employees may have access to the library social media accounts login information.
- Employees need to know and comply with the Wartburg College and Vogel library code of conduct as well as incorporate the Vogel library’s mission when using social media on behalf of the Vogel library.
- Employees should be aware of the effect of their actions on the library’s image. Employees should use their best judgement in posting material that is neither inappropriate nor harmful to the Vogel Library, its employees or patrons.
- It is prohibited to post comments, imagens and any content that are defamatory, pornographic, proprietary, harassing, libelous or that create hostile environment.
- Vogel library employees should not post or release any information that is considered confidential. If there are questions about what is considered confidential employees should check with Todd Vandenbark, Technology Librarian; or Curtis Brundy, Library Director.
- Employees should get appropriate permission to use a third party’s copyright, copyrighted material, trademarks, or other intellectual property.
- Employees should, in a polite manner, disengage from dialogues that threaten to become antagonistic. Promptly report these to Todd Vandenbark, Technology Librarian as well.
- Social media use should not interfere with employee’s responsibilities at the Vogel Library.
- Employees should not use the library’s social media accounts for personal use. Any comments and publication on any the library’s social media should reflect the library’s position and not the individual.

Failure to adhere to or follow this policy may result in disciplinary action.