

Social Media Policy

Levi Heywood Memorial Library

The Levi Heywood Memorial Library uses social media for outreach, education, and information. It is a means we use to connect residents with library services.

Library social media policy is not intended to supplement or replace other library policies. LHML is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of this resource.

The LHML's social media pages are hosted by the company that owns them, and are governed by their own separate website policies, including their Privacy Policy and Terms of Service. To view these policies, please visit each site.

Content that is posted on library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

We expect conversations on the Levi Heywood Memorial Library's social media sites to follow the rules of polite discourse and we ask that participants treat each other, as well as our employees, with respect. We reserve the right to monitor content before it is posted on all of the library's social media sites. We reserve the right to remove comments or posts that fall into the following categories:

- Vulgar or abusive language
- Threats of physical or bodily harm
- Sensitive information (for example, information that could compromise public safety)
- Offensive terms that target certain groups of people because of their ethnicity, race, sexual orientation, gender, or religion
- Any other comments found by the Levi Heywood Memorial Library administration to be offensive, inappropriate, or illegal
- For the benefit of robust discussion, we ask that comments remain "on-topic." This means that comments must relate to the topic that is being discussed within the particular social media site.

We also reserve the right to terminate involvement by users who post such content. LHML has no affiliation with any advertisements or other material posted by third party sites or software.

Approved by the LHML Board of Trustees, 9/10/2025