

## SECTION II General Policies

5. Displays, Exhibits, Social Media & Photographs

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Approved by Board of Trustees, 05/17/2011

- A. Photographs: Staff members take pictures at various public events for the purpose of publicizing programming opportunities available at the library. The photos may be used on the library website or as part of a public relations campaign in a press release. Efforts to maintain anonymity when using photos would include:
1. Photographing the group from behind.
  2. Focusing the subject in relation to the object of attention (i.e., art work being the focus or the book being read).
  3. Seeking written consent before providing individual names in a press release.
- B. Bulletin Board: A bulletin board shall be maintained where official notices of the Town and Library, announcements of music and drama events civic programs and similar items may be displayed with the permission of the Library Director.
- C. Election Material: Election material of any type regarding the election of a candidate political or otherwise, may not be displayed at the library or on its grounds.
- D. Social Media Policy for the Tucker Free Library
1. Content will be created by Tucker Free Library staff to assist in fulfilling our mission of providing access to knowledge and information that will inform, educate, and serve the Henniker community.
  2. Comments and postings from the public are allowed, but will be reviewed by library staff for content. Library staff reserves the right to review all comments and postings, deleting comments and postings that fall within one of the following categories:
    - a. Obscene, sexist, or racist content
    - b. Harassing library staff or other social media users
    - c. Private, personal information of another person without appropriate consent or authority
    - d. Comments, postings, and/or hyperlinks not related to the content created by library staff
    - e. Advertisements and solicitations

*(Approved by Board of Trustees, 05/09/2017)*