Blacktown City Libraries

Social Media Policy - Summary principles of use

Actively informing yourself about social media and its benefits and risks is your responsibility. Here are four principles to help you shape your contribution to the social web.

Use your judgment and common sense and be:

Social

- Try to add value and share your knowledge. Provide worthwhile information and perspective
- Ask your social media peers for help. If you want to find a particular document, follow up on a presentation, or learn more about social media this is a great way to do it

Polite

- Be polite and respectful in your interactions with other employees and the public. Use the 'dinner table test': a symbolic test used to decide whether a topic is generally acceptable to one's peers, or is suitable for polite conversation, such as at the dinner table.

Considerate

- Consider copyright/Creative Commons and confidentiality issues
- Be mindful that what you publish will be public for a long time - protect your privacy. Work under the assumption that everything you type into your computer is 'public' and recorded, if not by Google and Facebook, at the very least by the Library's IT administrators

Accurate

- Be the first to correct your own mistakes
- If in doubt about the appropriateness of content leave it out

Don't:

- Compromise the privacy of any person
- Don't put any more information than you feel comfortable providing into social media
- Don't vent your frustrations, rant or bore the brains out of your peers
- Post confidential information
- Alter previous posts without indicating that you have done so