

DIGITAL MEDIA POLICY

POLICY STATEMENT

Kitsap Regional Library (the “Library”) uses intentionally chosen platforms to facilitate sharing ideas and information about library-related subjects, issues and events, including those in partnership with other organizations. These platforms are not intended to be traditional public forums for the general exchange of ideas and viewpoints but limited public forums for discussing Library services, programs, events and materials.

Digital media used by the Library may include but is not limited to: blogs, social networks, forums, instant messaging, email, websites, mobile applications and video conferencing. For simplicity, this policy refers to these platforms collectively as “Digital Media.” Comments shared by online users do not necessarily reflect the official position of Kitsap Public Library or its staff.

All comments and posts received by the Library are public records under Washington State Law RCW 42.56. Users are responsible for protecting their privacy when commenting or posting online. Since the Library uses different digital platforms, all individuals using Library websites agree to abide by these platforms' rules of conduct.

Kitsap Regional Library upholds every individual's rights to read, seek information and speak freely as guaranteed by the First Amendment.

1. Posting and Commenting

Kitsap Regional Library does not discriminate against any views and welcomes comments and conversation. Individuals are fully responsible for the content of their comments.

- Comments should relate to the issue or discussion topic.
- Abusive, vulgar, offensive, libelous, illegal, racist, threatening or harassing content, personal attacks of any kind, suggestions or encouragement of illegal activity or content targeting specific individuals or groups is prohibited.
- Avoid sharing spam, commercial advertising or sales content, content involving political campaigning or lobbying or links to sites not related to the discussion. All such content will be removed.
- Users should not post content they do not have the right to publish (i.e., copyrighted or other intellectual property). The Library will follow a notice and takedown procedure for copyright violation complaints under the Digital Millennium Copyright Act.
- Comments containing personally identifiable information, including home address, home or cell phone number or personal email address, will be removed to protect the individual's privacy.

- Communication made to the Library through social media posts, instant messaging or video conferencing does not constitute a legal or official notice to Kitsap Regional Library or any Library staff member for any purpose.
- Users should exercise their judgment about the quality and accuracy of the information presented.
- Respect and comply with the Terms of Use of all Social Media platforms.
- The Library may choose to close comments at a predetermined time.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, ethnicity, national origin, citizenship status, gender identity or expression, sexual orientation, age, religion, political ideology, veteran status or marital status, is strictly prohibited.
- Content shared may not compromise the safety or security of the public or the Library.

2. Removal of Content

The Library reserves the right to not post or to remove submissions or comments and may block users who post in violation of this policy. A blocked user may appeal this decision in writing to the Library Director, who has 30 days to affirm or reverse the decision.

3. Separation of Accounts

Kitsap Regional Library staff members may possess personal social media accounts. The Library makes a distinction between personal and organizational accounts. The views expressed by the personal accounts of Library staff members do not represent the views of Kitsap Regional Library.