

**Social Networking Guidelines for Kingston Public Library Employees -- DRAFT
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Using Facebook, MySpace, Twitter, or other social networking sites and services can pose some interesting challenges if you have connections with both work “friends” and personal friends. Here are some guidelines for using these services safely and sensibly.

1. You are absolutely encouraged to use social media to learn from library colleagues and to discover and develop ways for KPL to use social media to improve service.
2. For KPL employees, occasional, limited, personal use of internet, email, and social media is okay while you’re at work, but don’t spend your work time filling out fun surveys or updating your personal photo albums. (See our policy on the staff website regarding staff use of email.)
3. If you identify your place of employment, you are representing it, to some degree. Be professional when you’re talking about your job. Snarky comments will come back to bite you.
4. If you are connected with coworkers, your online life is an extension of your work life. Consider how much of your political, religious, or other views you would express at work, and weigh that when you’re deciding what to post.
5. If you are “Facebook/MySpace/Twitter/FriendFeed friends” with your supervisor, be aware that he or she is alerted pretty much every time you post something.
6. Be nice.
7. Remember that there’s always a chance, if not a certainty, that what you post online can be seen by the whole entire world, no matter how private you think your post may be.
8. Don’t say anything about anyone that you wouldn’t be comfortable saying to that person’s face.
9. Don’t post anything you wouldn’t be comfortable discussing in a job interview.
10. If you really want to be free in what you express online, consider customizing your friends lists and sending direct messages instead of “writing on walls.” Even so, keep in mind points 6 – 9 on this list. For some really great advice on how to have a better, safer online experience, read this article:

http://www.readwriteweb.com/archives/how_to_friend_mom_dad_and_the.php

Thanks to Sarah Perez of ReadWriteWeb.com