



Library Facebook Page Guidelines

Facebook defined

Facebook is a global social networking site. Users can add friends and send them messages, and update their personal profiles to notify friends about themselves. Additionally, users can join networks organised by city, workplace, school and region (source: *Wikipedia.com*).

Coffs Harbour Libraries on Facebook

You can find the library's official Facebook page at the internet address below:

<http://www.facebook.com/pages/Coffs-Harbour-Libraries/199351163441167?sk=wall>

Content

Coffs Harbour Libraries' Facebook account is managed by Council's library services staff. We aim to connect with the community online to promote our services and resources. Our posts will include:

- Upcoming library-related events and activities happening in the area,
- Important library news updates, and
- Links to interesting and useful information about the library, published on our web site and the Internet.

If you want to receive regular updates from us, click the 'Like' button to receive our messages in your news feed.

We want to foster an open and healthy place for conversations, but we will remove posts which contain strong language, are abusive, offensive, potentially defamatory, break the law or encourage others to do so.

Replies and direct messages

We will reply to you as quickly as possible, however we are available during business hours only. Please contact the library if you have an enquiry, a complaint, or a comment.

Privacy statement

You are invited to participate on this Facebook page by giving your views, opinions or comments by submitting them to Facebook. As part of the submission process, you agree to your submissions being made public through this social networking site immediately upon submission. You also agree that your submission will be transferred outside of Australia to Facebook servers located outside of Australia.

Coffs Harbour City Council is subject to the Privacy & Personal Information Protection Act 1998 and is committed to respecting your privacy. If you have any privacy concerns or questions, please view our Privacy Management Plan on Council's [website](#) or contact Council on (02) 6648 4000.

If you make a contribution to this social networking site, including personal information, you should also be aware that, despite the terms and conditions of use on Facebook, the following possibilities exist:

- although you may request that your personal information be removed from the website, it is possible that third parties may store or cache parts of this website containing your personal information so that your personal information will be available after deletion from this website;
- third parties may locate your personal information through internet search engines, and it is possible that third parties may collect and use your personal information for inappropriate and potentially illegal purposes; and
- the moderator may reject your submission or remove the personal information from the contribution if the moderator believes that the publication of the personal information is inappropriate.

Disclaimer:

Although Coffs Harbour City Council takes care in producing the content for this Facebook page, it does not guarantee that the information is accurate, complete, or current, or that the data is free from defects or malicious code such as viruses.

Coffs Harbour City Council does not accept any responsibility to you if you incur any loss or damage (however it was caused) in connection with the use of Facebook or any website to which it links.

Coffs Harbour City Council may not have any control over content contained on other websites, including sites linked to or from Facebook. Links to other websites on Coffs Harbour City Council's Facebook pages do not mean that Coffs Harbour City Council endorses or approves of that website or its content.