### **Social Networking Policy**

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The law library maintains accounts with various social networking applications, including, but not limited to, TypePad and Twitter. Although the law library's social media contributions are primarily created for the University of San Francisco (USF) law school community, they can be viewed by anyone with Internet access.

## **Purpose**

The law library's social networking activities are designed to keep the USF Law faculty, students and staff up-to-date on library news, legal news, legal research, legal education, and related areas. The library's use of social networking sites allows it to fulfill its goal of providing timely information about legal resources and instructing the law school community in their use.

# **Who May Contribute**

Members of the law library staff may contribute content to the library's social networking sites with approval from a librarian. Anyone wishing to contribute to the library's social networking sites should contact a librarian.

### **Topics Covered**

The library's social networking contributions will generally include coverage of the following topics:

- news about the Zief Library—its staff, services, resources, and events
- developments in legal education, practice, technology, research, and publishing
- legal research instruction and tips

### Content, Style, Tone

Contributions to social networking sites should be brief (in the case of blogs, no more than a few short paragraphs) and written in a readable, conversational style. Authors should maintain a professional tone. Authors are expected to proofread and spell-check their contributions before publishing them. Authors should strive for accuracy in all contributions, and promptly correct any inaccurate information once it is brought to their attention.

### **Intellectual Property Considerations**

Social networking content should comply with applicable intellectual property laws, including copyright.

### **Comments**

Blog posts will allow comments from readers, but the law library reserves the right to refrain from posting a comment or to later remove it. Authors are responsible for responding to readers' comments, if appropriate.