

# LIBRARY OPERATIONS POLICIES

## SOCIAL MEDIA

Adopted: 08.16.2021 | Revised: 00.00.0000

### **Purpose**

Social media provides a valuable and timely way for the Library to disseminate information and promote library news, events, projects and services. It also serves to inspire conversation and expand the Library's connection with the community. The Library is a central figure in the community and aims to bring the community together through social media, mirroring the interactions in its physical space.

### **Definition of Social Media**

Social media is defined as any web application, site, or account created and maintained by the Library.

### **Usage Rules**

The Library welcomes the comments, posts, and messages from the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed and the Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic.

The Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

Users should have no expectation of privacy in postings on Library-sponsored social media sites; by using such sites, users consent to the Library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Follower, or Subscriber Lists. The Library recommends that users do not post their personal information or contact information on social media sites.

The Library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed immediately from any Library social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language

- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

The Library reserves the right to ban or block users who have posted in violation of this policy.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

The Library asks that individual user complaints be addressed directly to the Library Administration so they can be resolved quickly and specifically. Social Media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

By choosing to comment, the user agrees to these rules.