

Social Media Policy – approved 11.10.21

The Library does not collect, maintain, or otherwise use the personal information stored on any third-party site in any way other than to communicate with users on that site, unless permission is granted by users. Comments and postings from the public, on the Library's social media platforms, are allowed but will be reviewed by Library staff for content appropriateness. Library staff reserves the right to review all comments and postings and delete comments that are inconsistent with the content created by the Library staff. Staff may block a person or entity who posts inconsistent comments or other material from posting any further information.

Comments or postings that fall within any of the following categories will be deleted by Library staff and/or lead to a warning and then a ban on posting by an individual who runs afoul of these guidelines:

- a. Obscene, sexist, homophobic, racist, or otherwise bigoted content.
- b. Harassing or threatening comments or postings against Library staff, Library property, or other social media users.
- c. Harassing or threatening comments or postings that include profane or obscene statements or images, threatening physical harm toward another person, and engaging in behavior with the intent of harassing another person.
- d. Libelous statements.
- e. Plagiarizing or posting copyrighted material without permission or authority from the copyright holder.
- f. Private, personal information of another person without appropriate consent or authority.
- g. Comments, postings, and/or hyperlinks not related to the content created by the Library staff.
- h. Advertisement and solicitations not expressly permitted by the Library.
- i. Photos, videos or other images that fall in any of the above categories.

The Library recommends against posting personal information to our social media platforms and is not responsible for personal information patrons post about themselves. Any personal information, photos or other media posted about persons under the age of 18 will be removed from our social media platforms. An exception is made for photos of Library events posted by Library staff where parental permission was given. Any social media user who has been banned or had a message/content deleted may appeal this decision, in writing or email, to the Library Director. The Library Director may affirm or reverse staff's decision within thirty (30) days of receiving the written appeal. A staff member will be designated to monitor and maintain all Library social media for content, structure, and updates.