

## **Social Media Policy**

### **Purpose of Library's Social Media Sites**

The Allegan District Library uses social media site to communicate the value of the Library and engage followers through thoughtful and relevant posts that promote programs, materials, services, literacy and library use. Library social media sites provide a limited (or designated) public forum to facilitate the sharing of ideas, options and information on Library and community related topics.

### **Definitions**

Social media site shall mean any web application, site or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues. Social media sites includes such formats as blogs, list serves, website, social network pages or posts to community reviews and patron ratings of library materials.

### **Privacy**

Public users should have no expectations of privacy in the postings they make on Library-sponsored social media sites. By posting on the Library's social media sites users consent to the Library's right to access, monitor, read and delete their postings.

### **Ownership**

By posting on the Library's social media sites, users give the Library permission to use the content of any posting made without compensation to the author or liability on the part of the Library.

### **Postings**

Posts containing the following are against library rules and will be removed by library staff:

1. Copyright violations
2. Off topic comments
3. Spam and advertisements
4. Inappropriate images
5. Obscene, pornographic or graphically violent matter
6. Personal attacks insults or threatening language
7. Privileged, proprietary, or confidential information about any person, business or entity
8. Promotion of illegal activities

### **Disclaimer**

All social media sites used by the Library contain the following disclaimer:

*The Library is not responsible nor liable for the content of postings by third parties on this site. Third party postings do not reflect the opinions or positions of the Allegan District Library, its employees, or its Board of Trustees.*

*Content which the Library, in its sole discretion, deems inappropriate under the Allegan District Library Social Media Policy and Allegan District Library's Internet Use Policy (as applicable), may be removed in whole or part by the Library or its agents immediately upon discovery by the Library or its agents without prior notice.*