

## Social Media Policy

In keeping with the Itasca Community Library's (ICL) mission, the library maintains various social media applications and services to facilitate an online platform of communication between library staff and library users about library-related subjects and issues. The ICL regards online social software applications in the same way as its other information resources in accordance with its mission of serving the community's needs for informational, educational, cultural and recreational pursuits.

Social software is defined as any website or application which allows users to share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, and wikis. As with more traditional resources, the library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

Comments, posts, and messages are welcome on ICL social media channels. While the ICL recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible). All postings which contain any of the following will be removed and the poster barred from posting any subsequent messages to library social media channels:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Links to material that is not directly related to the discussion
- Commercial promotions or spam
- Organized political activity
- Photos or other images that fall in any of the above categories

In addition, the ICL reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The library shall also be granted the right to reproduce comments, posts, and messages in other public venues. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The ICL assumes no liability regarding any event or interaction that takes place by any participant in any library-sponsored social media, and does not endorse or review content outside the "pages" created by ICL staff. Participation in ICL social media channels implies agreement with all library policies. If a user does not agree to the library policies, they are not to use the services provided.

The role and utility of social media channels will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers.

Approved: 11/20/2018