



SOCIAL MEDIA POLICY

The Galena Public Library District uses various social media platforms to present matters of interest to our community and others. This policy establishes procedures for the establishment and use of social media platforms as a means of obtaining or conveying Library information to and from its community in furtherance of various goals.

The purpose for use of social media sites is to obtain or disseminate information useful to and about the Library. The Library encourages the use of social media to further the mission, vision, and value statements of the Library. It is vital to note that the Library's social media sites are not intended to be public forums. All comments and discussions that may take place on the various platforms will be moderated by the Library for compliance with this policy and the terms of use of the respective social media platform.

APPROVAL AND ADMINISTRATION

1. The establishment and use of social media platforms are subject to approval by the Library Director.
2. All Library social media sites shall be administered by the Library Director. The Library Director and their designees shall be trained regarding the terms of the social media policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy. The Library Director or their designees will be responsible for monitoring content on Library social media sites to ensure adherence to both the Library's social media policy and the interest and goals of the Library.
3. Wherever possible, Library social media sites should link back to the Library's website for forms, documents, online services, and other information necessary to conduct business with the Library.
4. All social media sites should clearly indicate that any content submitted for posting is subject to public disclosure.
5. The Library reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
6. Any content removed based on these guidelines must be retained by the Library for an amount of time that is in accordance with the Local Records Act.

COMMENT AND TERMS OF USE

Comments containing any of the following inappropriate content shall not be permitted on Library social media sites and are subject to removal and/or restriction by the Library:

1. Profane, obscene, violent, sexual, or pornographic content and/or language;
2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, gender, sexual orientation, or national origin;
3. Threats to any individual, group, or organization;

4. Solicitation of commerce, including advertising of any business or product for sale;
5. Conduct in violation of any federal, state, or local law, regulation, or policy;
6. Encouragement of illegal activity;
7. Information that may tend to compromise the safety or security of the public or public systems;
8. Spam or links to other sites;
9. The promotion of commercial activities not related to Library business;
10. Content in support of or opposition to political campaigns or ballot measures; and
11. Content that violates a legal ownership interest, such as a copyright or trademark.

A comment posted by a member of the public on any Library social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the Library, nor do the comments necessarily reflect the opinions or policies of the Library.

The Library reserves the right to deny access to Library social media sites at any time and without prior notice for any individual who violates the Library's social media policy.

Library employees, designated by the Library Director, should not share personal information about themselves or other employees in comment responses.

All comments posted to any social media site are bound by that platform's terms of use and the library reserves the right to report any violation to the respective platform.

Users who enter private or personal information on any Library social media site do so at their own risk, and the Library is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information.

COMPLIANCE WITH LAWS

All Library social media sites must adhere to applicable federal, state, and local laws, regulations, and policies.

Library social media sites and content may be subject to the Illinois Freedom of Information Act. Any content maintained in a social media format that is related to Library business may be a public record subject to public disclosure. Content related to Library business must be maintained in an accessible format so that it can be produced in response to a request.

The Illinois Local Records Act may apply to social media content. The Library must preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period. Records are archived in a format that preserves the integrity of the original record and is easily accessible.