

# Online Social Media Use Policy for Patrons

Wauconda Area Public Library District

**Approved by the Board of Library Trustees February 11, 2013**

**Revised by the Board of Library Trustees February 14, 2022**

1.0 Wauconda Area Library utilizes online social media tools as a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about Library-related subjects and issues. Library social media services are intended to create welcoming and inviting online spaces where users will find useful and entertaining information and can interact with Library staff and other users. Comments are moderated by Library staff and the Library reserves the right to remove comments that violate its policies.

## 1.1 Definition of social media

Social Media is defined as any Web application, site or account that facilitates the sharing of opinions and information about Library-related subjects and issues. Social media includes but is not limited to such formats as blogs, listservs, websites, social network pages, other types of self-published online Web pages, and collaborative Web-based discussion forums.

## 2.0 Privacy Guidelines

2.1 Users should have no expectation of privacy in postings on Library sponsored social media sites; by using such sites, you 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 List. The Library recommends that users do not post their personal information or contact information on social media sites.

2.2 Users of social media should be aware that all third party sites have their own privacy policies and should proceed accordingly.

## 3.0 Rules for commenting or posting to social media sponsored, hosted, or maintained by the Library

3.1 Users are solely responsible for the content and consequences of their posts. As such, users are cautioned to obtain all necessary legal rights if citing or posting content created or owned by others.

3.2 Posts containing the following are against Library rules and will be deleted before posting or removed by Library staff, if the social media site is sponsored, hosted, or maintained by the Library:

1. Copyright violations or violations of other intellectual property rights
2. Off topic comments and links
3. Commercial material/spam

4. Duplicated posts from the same individual
5. Obscene posts, sexually explicit materials, or any content that violates any applicable local, state or national laws
6. Threats of violence/endangerment of others and harassing communications
7. Potentially libelous or defamatory comments
8. Attacks on any ethnic, racial, economic, religious group or protected class

3.3 By choosing to post or comment, users acknowledge they have read this policy and acknowledge and agree to these rules and agree to indemnify the Wauconda Area Library and its officers and employees from and against all liabilities, judgments, damages and costs (including attorney's fees) incurred by any of them which arise out of or are related to the content that users post. The Library reserves the right to monitor content before it is posted on all its blogs and other social media software and to modify or remove any message or posting that it deems, in its sole discretion, to violate this policy. Notwithstanding the foregoing, the Library is not obligated to take any such actions, and will not be responsible for or liable for content posted by any subscriber in any blog or other social media offered by the Library.

3.4 The Library asks that individual user complaints be addressed directly to the Library Administration so they can be addressed 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, collections, or program.