

# Hinsdale Public Library

## Social Media Policy 1.17.17

### **Purpose**

The Hinsdale Public Library uses a variety of social software tools to provide a limited or designated public forum to facilitate the sharing of ideas, opinions, and information. Patrons are invited to share opinions about Library-related subjects, resources, and programs.

Postings do not indicate Library endorsement of ideas, issues, hyperlinks or commentary posted. Additionally, endorsement is not implied via "following," "friending," or otherwise linking to other online entities.

Comments posted to Library-sponsored sites are moderated by Library staff. Patrons are expected to follow the basic rules of civility: comments may not be unlawful, abusive, obscene, defamatory, or threatening. The Library reserves the right to monitor content before it is posted on any social media account, and to modify or remove any messages or postings that it deems, at its sole discretion, to be:

- Abusive
- Defamatory
- In violation of the copyright, trademark right, or other intellectual property right of any third party
- In violation of any federal or state law
- Otherwise inappropriate.

Notwithstanding the foregoing, the Hinsdale Public Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

### **Guidelines**

Submissions containing information including, but not limited to, the following are against Library rules and will be deleted before posting or removed by Library staff upon discovery:

- Off-topic comments
- Repetitive posts of the same material that disrupt normal operation of the forum
- Libelous or defamatory comments
- Obscene or profane language or content
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Sexual content or links to sexual content
- Conduct or encouragement of illegal activity
- Personal attacks, harassment, insults or threatening language
- Hyperlinks to material not directly related to the discussion or the Library
- Information that may compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party
- Postings of, or requests for, personal information, such as a phone number, address, financial account information, etc.
- Posting under a false identity
- Commercial messages, including advertisements, solicitations and spam

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Violations may result in the restriction of the user's ability to interact with the Library on social media.

By visiting or interacting with the Library's social media accounts, patrons agree to abide by the Library Social Media Policy and agree to indemnify the Hinsdale Public Library and its officers and employees, from and against all liabilities, judgments, damages, and costs (including attorney's fees) which arise out of, or are related to, posted content. Forums and messaging may not be used for commercial purposes or, unless otherwise specified by the social media site, organized political activities.

Use of the Library's social media constitutes the user's agreement to these terms. Violation of these terms may lead to legal liability. The Library's Behavior Policy and Internet Access Policy are hereby incorporated into the Social Media policy.

### **Privacy and Ownership**

The Library's social media sites may be considered public records. If requested, the Library must disclose public records to third party requestors unless certain exemptions apply. The Library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

By posting on the Library's social media sites, users give the Library permission to use their names, profile pictures, and the content of any posting without notice or compensation.

### Related Library Policies

[Hinsdale Public Library Behavior Policy](#)

[Hinsdale Public Library Computer and Internet Use Policy](#)

### **Policy Review and Revision**

This document will be reviewed by the Board at least every two years.

Approved and Adopted by the Library Board of Trustees on January 24, 2012.  
Revised 02/24/15, 01/17/17.