

## SOCIAL MEDIA

Elmhurst Public Library will further its Mission and Vision by employing social media to inform the public of Library resources and services and to provide opportunities for interaction with the public. The following policies will ensure that the Library's online presence is consistent with its Values and image.

Staff with responsibility for collections, services, or programs may create and maintain blogs, social networking pages, Twitter accounts or similar online pages representing the Library with the approval of the Director or Assistant Director and the Public Information Coordinator. Postings in these forums will be restricted to information or discussion about library programs and services and relevant community events. The public is encouraged to participate in these forums, but the following content is prohibited:

- Obscene content or hate speech
- Personal attacks, insults or threatening language
- Content that violates intellectual property rights
- Personal information published without consent
- Comments or links unrelated to the content of the forum
- Commercial promotions or solicitations
- Political campaigning or advocacy

Although content is not reviewed in advance of posting, the Library reserves the right to remove postings on any of its social media accounts that violate the above restrictions or are otherwise inappropriate. An individual who repeatedly violates the above prohibitions may be permanently blocked from posting.

Where appropriate, Library social media pages will include the following disclaimer: This site is for discussion purposes only and does not represent the official views of the Elmhurst Public Library. Any views expressed on this website are those of the individual post author only.

Library staff who participate in non-Elmhurst Public Library social media forums must not represent their statements as reflective of official Library policy. Staff who maintain personal blogs on library-related issues should include a disclaimer that the views expressed by the author are the author's alone and do not represent the views of the Elmhurst Public Library.

The Elmhurst Public Library assumes no liability regarding any event or interaction involving any participant in any Library-sponsored social networking service. In addition, the Library reserves 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.