

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 Library's online presence must always be consistent with its Values to promote a positive image.

Only employees designated as responsible for the Library's social media accounts can delete, edit, or otherwise modify content. They will collect content from staff and edit and post that content.

Postings on these forums is restricted to information or discussion about Library programs, services, and relevant community events. The public is encouraged to participate in these forums, using the Library's Terms of Use:

- Graphic, obscene, sexual or explicit content or hate speech 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, gender identity or sexual orientation
- Abusive, threatening and defamatory comments
- Content that violates intellectual property rights
- Personal information published without consent
- Comments or links unrelated to Library events or services
- 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.

All social media posts and public comments are subject to the Freedom of Information Act. Negative posts from the public on social media sites should only be removed if they violate the Library's Terms of Use. Content that violates the Terms of Use and is subject to removal, shall be retained by saving a screenshot of the comment along with a memo to the file that describes the reason the specific content was deleted. This should be retained pursuant to the Illinois Records Retention Act.

Library staff who participates 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.