



INF-6: Social Media Policy

The Lake Bluff Public Library utilizes social media as a limited public forum to promote Library events, services, and materials and engage with Library patrons. Patrons are encouraged to interact with the Library on social media through comments, posts, and messages. Patrons who follow and/or interact with the Library on social media sites agree to abide by this and all other Library policies.

The following guidelines and helpful reminders apply to the use of and engagement with all Library social media sites:

- Users should have no expectation of privacy in postings on Library sponsored social media sites, and by using such sites, users consent to the Library's right to access, monitor, and read any postings on those sites. Users understand that social media is permanent, retrievable, and public.
- Messages and/or comments can potentially be read by anyone once posted, regardless of status on Friends, Follower, or Subscriber List.
- It is recommended that users do not post personal information or contact information on social media sites.
- All third party sites have their own privacy policies and Users should proceed accordingly.
- Users understand that ultimately, they 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.

Comments made by Library patrons on the Library's social media accounts are the opinion of the author only and do not imply endorsement by the Lake Bluff Library, its officers, or staff members. The Library respects and acknowledges differences in opinion and encourages users to engage respectfully with others, but the Library reserves the right to disable the commenting feature on its posts or remove individual comments that violate Library policy. Comments that contain the following will be removed:

- Content that violates copyright, trademark, or other laws
- Non-topical content and/or links
- Spam or commercial promotions
- Content that promotes, fosters or perpetuates discrimination and/or harassment on the basis of marital status, religion, national origin, sex, disability, age, sexual orientation, creed, ancestry, race or any other protected category
- True or imminent threats against the Library, Library staff, or other users
- Defamatory or libelous statements
- Political campaigning
- Charitable solicitations
- Content that reveals private or personal information without permission (doxing)

The Library reserves the right to block or ban users who violate this policy at any time and without prior notice. This determination will be made by the Library Director or designee. Users have the right to appeal this decision with the Lake Bluff Library Board of Trustees. To do this, the user must submit a written explanation either by email or traditional mail as to why their content does not violate the Library's Social Media policy. The appeal will be considered at the next Regular Meeting of the Board of Trustees. Should the appeal be upheld, the user will be permitted to repost the deleted content.

Approved by the Lake Bluff Library Board of Trustees on March 15, 2022.