



SOCIAL MEDIA POLICY

PURPOSE

The Lemont Public Library District uses various social media platforms to communicate information to and engage with our community and customers. This policy is intended to provide guidance and direction on the use of social media which include formats such as but not limited to social networking sites, blogs, instant messaging, and media sharing sites

A user participating in Lemont Public Library District's social media service consents to and agrees to comply with all Lemont Public Library District policies. The content of the library's social media platforms is considered public record under the Illinois Public Records Law and is subject to disclosure per the Freedom of Information Act.

EXPECTATIONS

Employees actively participating on social media sites are expected to abide by the following:

- Be respectful
- Adhere to each Social Media Site's Terms of Use, applicable laws, regulations, and policies.
- Present content in a professional manner, present accurate and verifiable information by checking facts, citing sources, avoiding copyright infringement, acknowledging and correcting errors, and checking grammar and spelling before posting.
- Do not discuss confidential, work-related matters through social media.
- Do not post commercial content
- Content created by employees on the Library's social media channels is owned by the Library, and is considered a work product. The Library has the right to share and reuse content created for the Library.

PATRON POSTS TO THE LIBRARY SOCIAL MEDIA SITES

Social media content is maintained and monitored by Lemont Public Library District staff. Comments and opinions from the public are welcome. The Lemont Public Library District reserves the right to review all comments and postings and remove any deemed inappropriate. Inappropriate comments include, but are not limited to:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material, material in violation of copyrights, trademark rights, or other intellectual property rights.
- Comments or hyperlinks not directly related to the discussion
- Commercial promotion, advertisement, or spam
- Organized political activity
- Private or personal information, including name, age, phone number, address, etc.

- Photos or images which fall into any of the above categories
- Content that encourages illegal behavior

Patrons are personally responsible for their commentary and should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary, or libelous.

By posting content, the user agrees to hold harmless and indemnify the Lemont Public Library District and Lemont Public Library District's officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) which result from or relate in any way to the user's postings, opinions, or comments.

Posts by patrons do not constitute the Library's endorsement of the ideas, issues, or opinions expressed on its social media sites.

Lemont Public Library District reserves the right to monitor all content before content is posted on any of Lemont Public Library District's social media websites and accounts, and to modify or remove any messages or postings deemed to be abusive, defamatory, contrary to this Policy, or otherwise inappropriate. Lemont Public Library District's reservation of rights includes, without limitation, the right to edit or modify any postings or comments for space or content. Lemont Public Library District is not responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library staff is cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed to be a violation of any policy of the Library.

Reviewed and Amended: November 22, 2022

Approved by the Lemont Public Library District Board of Trustees: December 13, 2022