

# Hinsdale Public Library Public Social Media Policy

## *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.

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, in 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, or otherwise inappropriate for the service.

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:

- Copyright and trademark violations
- Off-topic comments
- Duplicate posts from the same individual
- Commercial material or spam
- Obscenity
- Specific threats
- Images
- Libelous or defamatory comments
- Personal information

By using this service, 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) incurred by any of them 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.

If any user does not agree to these terms, he or she is not to use the service, as violation of the terms may lead to legal liability. The Library's Behavior Policy and Internet Access Policy are hereby incorporated in this policy, as well.

## *Policy Review and Revision*

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

Approved and Adopted by the Library Board of Trustees on January 24, 2012.