

Social Media

For the purpose of this policy, social media and related technology is defined as any web application, site, account, or forum that allows for open communication on the Internet and includes, but is not limited to:

- Social Networking sites (LinkedIn, Facebook, Pinterest)
- Micro-blogging Sites (Twitter)
- Instant Messaging Tools
- Online Encyclopedias and Wiki posts (Wikipedia)
- Video and Photo-sharing Websites (YouTube, Flickr, Tumblr, Instagram)
- Chat rooms, podcasts, discussion forums, blogs
- Other forms of online journals, diaries or personal newsletters not affiliated with the Glenview Public Library

Scope:

The Glenview Public Library Social Media Policy applies to all Glenview Public Library patrons, whether or not they are registered Glenview Public Library cardholders.

Policy:

The Glenview Public Library recognizes that social media is regularly used as a form of communication. In an effort to better serve the educational, informational, cultural and recreational needs of its patrons, the Library uses social media to increase awareness of and accessibility to its programs, resources and services. This policy is not intended to restrict communications or actions protected or required by state or federal law.

The Library recognizes and respects differing opinions and welcomes “posts” on any of the Library’s social media sites or blogs, but does not endorse the opinions expressed in posts on its social media sites. All posts will be monitored regularly and reviewed for content and appropriateness. The Glenview Public Library reserves the right to have its administration and staff charged with oversight of the Library’s social media sites, monitor and edit posts for space, and modify and remove any messages, tags or postings deemed to be in violation of this Policy.

The Glenview Public Library reserves the right to take action resulting in the loss of library privileges against any person posting any content that violates this Policy or federal, state and local laws. Violations may result in actions including suspension or revocation of all Library privileges.

In accordance with the Glenview Public Library’s Internet Access Policy, the following are examples of the types of content that may not be posted and will be deleted before posting or removed by Library staff:

- Obscene language or material
- Child pornography
- Libelous comments
- Specific and imminent threats

- Abusive, harassing, inflammatory, profane, threatening or violent language
- Duplicated posts from the same individual
- Images
- Hate speech and comments or material that promote discrimination against Constitutionally protected classes of persons
- Copyrighted, trademarked or plagiarized material
- Commercial material / Spam
- Private and/or confidential information about oneself or others
- Comments or hyperlinks to material not connected to Library-related subjects or discussions
- Advertising or sale of merchandise or services, charitable solicitations, proselytizing or political campaigning
- Inducement or incitement to engage in any activity that violates federal, state and local laws, ordinances or regulations
- Violations of copyright, trademark right or other intellectual property rights

Disclaimers:

All contents of the Glenview Public Library's IT resources and communications systems are the property of the Library. All content posted on Library social media sites is subject to the Illinois Freedom of Information Act (FOIA) and the State of Illinois record retention laws. Therefore, users should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the Library's electronic information and communications systems. Users are expressly advised not to use the Library's IT resources and communications systems for any matter that they desire to be kept private or confidential from the Library.

Users consent to monitoring of their social media use by their use of the Library's resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies. The Library requires its employees to report all suspected violations of this Policy to Library Administration or to the Librarian-in-Charge. Violation of the Policy by Library patrons may result in action which may lead to loss of library privileges.

The Library reserves the right to reproduce posts submitted to its social media sites. Personally identifiable information may be removed. The Library does not collect, maintain or otherwise use personally identifiable information stored on third party social media sites, other than to communicate with users on that site. Users should be aware that third party websites have their own privacy policies and should proceed accordingly. The Library also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

Patrons are personally responsible for their commentary. Patrons should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just the Glenview Public Library.

Participation in the Glenview Public Library's social media services implies agreement with the Library's Social Media Policy and all other Library Policies. The Library's Social Media Policy applies whether or not a patron chooses to post comments using a computer at the Library or

when posting from any other computer to any Library social media site. The Library, its employees and Trustees assume no responsibility for any damages, direct or indirect, resulting from participation in Library-sponsored social media services.