



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559

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westmontlibrary.org

*Providing the community with the keys to lifelong learning.*

### **Social Media Policy**

#### **Purpose**

In an effort to fulfill its mission to provide the community with the keys to lifelong learning, the Westmont Public Library provides staff and patrons the option to communicate through social media. Social media is defined as any site, application, or online account created and maintained by the Westmont Public Library which facilitates an environment for Library staff and the public to share information and opinions about Library related materials, services, and activities.

#### **Public Comment Policy**

Public commentary, opinions, and reactions on the Westmont Public Library's social media sites are welcome and consistent with Westmont Public Library's commitment to intellectual freedom. Comments posted by a member of the public are not the opinion of the Westmont Public Library. The Westmont Public Library reserves the right to monitor content on all its social media sites and accounts, and to modify, remove, or report to the appropriate authorities any content that it deems, in its sole discretion, to be prohibited content based on the criteria defined below:

- Content that is obscene, defamatory, invades privacy, or disparages any person or group
- Copyrighted or trademarked material
- Private or personal information
- Off-topic comments
- Advertisements or sale of merchandise or services
- Charitable solicitations or political campaigning
- Any posts that violate state or federal law

#### **Freedom of Information Act and Record Retention**

Content posted on the Westmont Public Library's social media sites is subject to the Freedom of Information Act and record retention laws. The Library's social media sites shall clearly indicate that any content posted or submitted for posting are subject to public disclosure, and the Library will preserve the content of all social media postings in accordance with applicable laws and regulations. The Library's social media sites may be considered public records. The Library in its sole discretion shall determine whether postings on its social media sites are public records and whether exemptions from disclosure apply. If requested, the Library must disclose public records to third party requestors unless certain exemptions apply. By posting on the Library's social media sites, users give the Library permission to use their name, profile picture, and the content of any posting without notice, compensation, or liability on the part of the Library. The Library is not responsible or liable for the content posted by any user on any Library sponsored social media site, and content posted by a user does not reflect the opinions or positions of the Westmont Public Library, its employees, or its Board of Trustees.

**Policy Compliance**

By joining, posting, or commenting on Westmont Public Library sponsored social media sites, users agree to comply with this Policy and the Westmont Public Library's Public Use of the Internet Policy and Library Use and Conduct Policy, as applicable. If the user does not agree to these terms, he/she is not to use the service as violation of terms can lead to legal liability.