



Allen Parish Libraries

"Bringing the World to You"

SOCIAL MEDIA POLICY

Purpose

Through thoughtful and pertinent posts that promote programs, materials, services, literacy, and library use, Allen Parish Libraries use social media to communicate the value of the library and engage followers. Social media sites for libraries provide a restricted (or designated) public forum for exchanging ideas, options, and information on topics related to libraries and the community.

Definition

- ***Social Media***, for the motivations behind this arrangement, is any electronic help that permits clients to make or join online networks sharing thoughts, messages, pictures, recordings, and other substances.
- ***Posting/Post*** any writing, image, video, audio file, and hyperlinks to other websites or media downloaded, referenced, inserted, or placed upon any social media site.

Privacy

When posting to social media sites sponsored by the library, public users should not expect privacy. Users acknowledge that the library can access, monitor, read, and delete their social media posts.

Ownership

Users grant the library permission to use the content of any posts they make on the library's social media platforms without compensation to the author or responsibility on the part of the library.

Posting

Similarly, patrons should keep guidelines of conduct in the library's building and adhere to guidelines of conduct while connecting with the library's social media accounts. Staff at the library moderate comments, and the library reserves the

right to remove illegal or off-topic comments (not related to the library). If library staff consider the information to be any of the following:

- 1. Obscene or pornographic**
- 2. Abusive, hateful, threatening, profane, or violent**
- 3. Violating any local, state, or federal law**
- 4. Advertisements or Spam**
- 5. Containing privileged or proprietary information**
- 6. Violating any policy of the library**

Disclaimer

The public's comments and posts on the social media accounts of the Allen Parish Libraries do not reflect the library's views.

Any interactions between participants in any social media forum are not the library's responsibility. The library doesn't embrace nor audit content outside the discussions by the library staff under the direction of the Library Director.

By the *Allen Parish Libraries' Social Media Policy* and the *Allen Parish Libraries' Electronic Resources Policy* (as applicable), the library or its staff have the right to remove any content they discover to be inappropriate immediately and without prior notice.

Posts removed will be archived. Rehashed infringement might block an individual or group from commenting, posting, or interacting with the library's social media account(s).