



**Glenview
Public
Library**

Social Media Policy

Purpose

The Glenview Public Library uses its social media channels to connect with the community, promote its services and resources, and share information related to patrons' educational, cultural, and recreational interests.

Policy

1. The Library respects differing viewpoints and welcomes posts and messages on its social media. All posts are monitored regularly and reviewed for content and appropriateness by Library staff and administration. The Library reserves the right to remove any messages, tags, or postings that violate this social media policy. This policy is not intended to restrict communications or actions protected or required by state or federal law.
2. The Library reserves the right to take action resulting in the loss of library privileges against any person posting content that violates this policy or federal, state, and local laws. Violations may result in actions including suspension or revocation of Library privileges. The Library, its employees and Trustees are not responsible or liable for any damages, direct or indirect, resulting from content posted by any person in any forum.
3. The Library reserves the right to reproduce photos and posts submitted to its social media sites. 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.

Guidelines

1. The Library's Social Media Policy applies to all patrons, whether or not they are registered Glenview Library cardholders.
2. The following are examples of the types of content that is prohibited and will be removed by Library staff:
 - Obscene language or material
 - Hate speech and comments or material that promote discrimination against constitutionally protected classes of persons
 - Child pornography
 - Libelous comments
 - Abusive, harassing, inflammatory, profane, threatening or violent language

- Plagiarized material
- Commercial material/spam
- Private and/or confidential information submitted without consent
- Comments or hyperlinks to material unrelated to the subject or discussion
- 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

Adopted by the Glenview Public Library Board of Trustees on November 21, 2013

Revised: April 21, 2022