

# HIGHLAND PARK PUBLIC LIBRARY

Policy 211

Social Software Policy

Purpose To state the Library's policy regarding the use of social media

## 1. Introduction

The Highland Park Public Library offers blogs, community reviews, patron comments, and other social software tools for educational, cultural, civic, and recreational purposes. Library social software tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions, and information about library-related topics.

## 2. Definition

Social software is any web application, site, or account offered by the Library that facilitates the sharing of opinions and information about library-related topics. It includes forms of online publishing and discussion (e.g. blogs, wikis), lists servers, websites, file sharing, posts to community reviews, patron ratings of library materials, patron-generated video and audio, virtual worlds, and social network pages.

## 3. Content considerations

- a. The Library will make every effort to keep its social software free from inappropriate content but is not responsible for content posted by patrons.
- b. The Highland Park Public Library has the right to moderate, edit, delete, or move a comment at any time without warning or explanation.
- c. Comments and postings by patrons do not necessarily reflect the official position of Highland Park Public Library or its staff. All comments and posts are public records.
- d. Patrons are asked to protect their privacy when commenting or posting on social software tools. Do not post personally identifying information, whenever possible.

## 4. Prohibited content

Comments and posts containing any of the following content are not allowed:

- Personally identifying information, such as last name, age, telephone number, or address when it is possible to restrict such information
- Personal information about other individuals
- Intentionally misleading information, libelous or defamatory content
- Verbal abuse, personal attacks, name-calling, or harassment
- Obscene or profane comments
- Specific or imminent threats
- Commercial material, advertisements, chain letters, pyramid schemes, or solicitation
- Software viruses or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any telecommunications equipment, computer software, or hardware
- Spam and multiple disruptive or repetitive messages
- Content unrelated to the content of the forum and hyperlinks to material not directly related to the discussion
- Copyright violations

**By choosing to comment, you agree to these requirements.**

Adopted March 2011

Reformatted without change May 1, 2014

Approved with no revisions May 9, 2017