

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 utilizes 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 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 by not posting 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

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