



## Social Media Policy

The Plainfield Public Library District maintains various social media applications and services to engage with the community it serves and to facilitate an online platform of communication between library staff and library users about library-related and community-related subjects and issues.

The Library uses social media to promote library news and events, make people aware of the resources and services it offers, provide interesting or valuable information, attract new users to the Library, and to let people see a more informal side of the Library. The Library reserves and limits the topics to those relevant to the Library, its mission, and the community it serves.

Social media is maintained and monitored by Plainfield Public Library District staff under the direction of the Head of Community Engagement & Marketing.

Comments, posts and messages are welcome. By posting any comments, posts or other materials on the Library's social media pages, you give the Library permission to reproduce, distribute, publish, display, edit, modify, delete and otherwise use your submissions for any library-related purpose in any form on any media.

The Library reserves the right to decline to post or to remove any comments, photographs, links, or posts that it deems to be inappropriate, including:

- Obscene, sexist, hateful or racist content
- Personal attacks, insults or threatening language
- Specific and imminent threats
- Potentially libelous statements
- Plagiarized material
- Private or personal information submitted without consent
- Comments or links unrelated to the content of the discussion
- Spam or commercial promotions
- Organized political activity
- Off-topic and/or disruptive posts
- Violations of copyright, trademark right or other intellectual property right of any third party

Abuse of the above policy may result in the responsible poster being barred from posting any subsequent messages to the Library's social media sites. The Plainfield Public Library District is not responsible or liable for content posted by any person in any forum.

Content or posts on the Library's social media sites that relate to Library business may be a public record subject to disclosure under the Freedom of Information Act and retention under state records retention laws.