TITLE: **Social Networking/Media Policy for Library Users**

EFFECTIVE: 7/24/2012 **REVISION:**

APPROVED BY: Board of Trustees **Page 1 of 2**

PURPOSE: To create a policy guiding the use of social networking in promoting EODLS.

POLICY STATEMENT: Content will be created by Eastern Oklahoma District Library System employees to assist in serving the informational, educational, recreational, and cultural needs of our patrons. Much of the content will relate to libraries, authors, books, and the book publishing industry; and to programs, events, photos and/or images, or special topics that the library is discussing or promoting.

Comments and postings from the public are allowed but will be reviewed by library staff. Appropriate comments and postings must be relevant to the content created by the library staff. Library staff reserves the right to review and delete comments that are inconsistent with the content created by the library staff. Library staff may block a person who consistently creates posts not conforming to this policy.

Definitions
As used in this policy, social networking is an electronic communication activity where people establish a virtual identity for themselves through an Internet website or similar service and, using that identity, use the website or service to interact with other people, engaging in conversation, exchanging information and opinions, and over time, forming relationships. Social software is defined as any web application, site, or account created and maintained by EODLS which facilitates an environment for library staff and library users to share information about library related subjects and information about the library.

Examples
A few well-known examples of social networking activities addressed by this policy are: communicating or sharing through accounts on Facebook, Twitter, and Flickr, hosting or posting comments on blogs or web forums; and using e-mail lists.

Patron Guidelines for Commenting on EODLS sites

Comments, posts, and messages are welcome on EODLS social networking sites. While the library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy. All postings which contain any of the following will be removed and the poster may be barred from posting any subsequent messages to library social networking sites:

- Obscene, sexist, racist, political, or religiously charged content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-righted material without permission or authority
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Organized political activity
- Content advocating illegal activities
- Personal information by or about minors (as required under the federal Children's Internet Protection Act)
- Harassment of library staff or other social media users. Harassing comments or postings include profane or obscene statements or images, threatening physical harm toward another person, and engaging in behavior with the sole intent of annoying another person
- Photos or other images that fall in any of the above categories

Privacy
EODLS does not collect, maintain, or otherwise use personal information stored on any third party site unless granted permission by the user. EODLS will not sell, distribute, or disclose a library user's name or personal information, including email address, unless required by law. EODLS will keep electronic reference requests confidential, however customers must understand online requests may not be secure.

Content
Comments, posts, messages and other contributed content on EODLS social networking sites is the property of EODLS. EODLS reserves the right to reproduce comments, posts and messages in other public venues, subject to copyright restrictions. Identifying information, other than a user's first name, will be removed unless prior approval is granted by the user.

Comments posted on these sites do not reflect the opinions and position of EODLS, its board members, managers or employees. Participating in EODLS social networking sites implies agreement with all library policies, including the **EODLS Internet Policy**.