

## Social Media Policy

Social media content will be created by E. C. Scranton Memorial Library staff to assist in fulfilling our mission of providing access to knowledge and information that will inform, educate and serve the Madison community. Much of the content will relate to libraries, books, and the book-publishing industry; and to programs, events, photos and/or images or special topics that the Library sponsored, held or is promoting.

“Social media” is defined by Merriam Webster Dictionary as “forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos).”

Social media facilitates an environment for library staff and library users to share opinions and information about library events or issues. Comments and postings from the public are allowed, but will be reviewed by Library staff for content. Appropriate comments and postings must be relevant to the content created by the Library staff or related to the Library’s mission. Library staff reserves the right to review all comments and postings and delete any/all that are deemed inconsistent with the criteria listed below. Additionally, the Library staff may take steps to block an offending user from posting any further information to the Library’s social networking sites. Comments or postings that fall within one of the following categories will be deleted by the Library staff.

This policy applies to all social media participants, whether a user of the Scranton Library or not.

- a) Obscene, sexist, or racist content
- b) Harassing 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
- c) Libelous and slanderous statements
- d) Plagiarizing or posting copy-righted material without permission or authority
- e) Private, personal information of another person without appropriate consent or authority
- f) Comments, postings, and/or hyperlinks not related to the content created by Library staff
- g) Advertisements and solicitation without prior Library approval
- h) Photos or other images that fall in any of the above categories

By choosing to comment and/or utilize these platforms, users of the Scranton Memorial Library's social media sites agree to these rules.

The Library accepts no liability for public comments that are posted to this site.

Concerns about postings should be directed to the Library Director immediately at [info@scrantonlibrary.org](mailto:info@scrantonlibrary.org).

*Approved by the Library Board of Trustees 5/18/2020.*