SSCHPL
Steger-South Chicago Heights Public Library

Social Media Policy

The Steger-South Chicago Heights Public Library uses a variety of social media applications to keep the public informed about Library events and topics. We believe that through the use of social media, we are accessible to our patrons and can be where they are. The Library's social media sites are maintained and monitored by Library staff.

Patron Use Guidelines

The administration and the staff reserve the right to monitor all content before it is posted on any of our social media sites, and to remove any content that we believe to be inappropriate content. Inappropriate content is defined as but not limited to;

- Obscene or racist content
- Harassing or threatening language
- Copyrighted or trademarked material without authorized permission
- Comments, postings or hyperlinks not related to the topic
- Commercial promotion, advertisements, organized political activity or spam
- Libelous and/or slanderous statements
- Personal or private information without the consent of the individual

The Steger-South Chicago Heights Public Library is not responsible or liable for content posted by any subscriber. By choosing to comment or utilize any of the Library's social media sites the user agrees to these rules.

We understand that social media is a 24/7 medium; however, our moderation capabilities are not. We may not see every inappropriate comment immediately, and it may take time for the staff to remove it from the site.

Abuse of the policy may result in the poster being barred from the Library's social media sites.

Parents are responsible for their minor children's use of the Internet.

Team Members and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for the Library on Library time, for personal use during non-work time, outside the workplace or during work time while using Library owned equipment. Employees should have no expectation of privacy while using Library equipment and facilities for any purpose including the use of social media. The Library reserves the right to monitor, review, and block content that violates this policy. Team Members will:

- Refrain from the use of unprofessional pseudonyms.
- Will post only factual and accurate information with the correct spelling and grammatical rules.

- Refrain from political advocacy
- Refrain from gossip concerning users, other employees, Board members or the Library administration.
- Refrain from discussing confidential Library matters through the use of social media. Employees have a duty to protect employees' personal information and the confidentiality of Library patron account information.
- Refrain from using Library logos, addresses, telephone number, fax number or email addresses on social media sites other than those sponsored by the Library.
- Will identify themselves as team members of the Library on their personal sites are encouraged to state that their viewpoints and opinions are their own, and not those of the Library.
- Refrain from posting photographs of Library events, or other team members engaged in Library business unless they have received the Library's explicit permission.

Adopted: January 2013
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