



## SOCIAL MEDIA POLICY

### **Purpose**

Social media provides a valuable, timely, and efficient way for the Marion Community Library to disseminate information about and promote library news, events, resources, and services. It also serves to inspire conversation and expand the library's connection with the community. The Marion Community Library regards social media as equally important as any other venue for the dissemination of library information.

### **Definition of Social Media**

Social media is defined as a website or application where creative and informational content is created and shared to allow users to participate in social networking. The Marion Community Library director and designated representative utilize and monitor accounts on all social media platforms.

### **Usage Rules**

The Marion Community Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be regularly reviewed, and the Marion Community Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic.

Content containing any of the following will be removed immediately from any Marion Community Library social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

The Marion Community Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the library's staff.

Users should have no expectation of privacy in postings on Library sponsored social media sites. By using such sites, you consent to the library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Followers, or Subscribers Lists. The library recommends that users do not post their personal

information or contact information on social media sites.

The library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

The library reserves the right to ban or block users who have posted in violation of this policy. Repeated violations of this policy will culminate in commenters being blocked. Any threatening comments or messages may be forwarded to local authorities.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

The library asks that individual user complaints be addressed directly to the Library Director so they can be addressed quickly and specifically. Social Media is not the mechanism used by the library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs. All complaints must be emailed to [\*\*mcommunitylibrary@gmail.com\*\*](mailto:mcommunitylibrary@gmail.com) and will be forwarded accordingly.

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Contact Information:

Marion Community Library

201 S. Center St.

Marion, Texas 78124

[mcommunitylibrary@gmail.com](mailto:mcommunitylibrary@gmail.com)

(830) 420-4022