



OPERATING POLICY

SOCIAL MEDIA POLICY

The La Grange Public Library uses social media to inform the public of Library resources and services, and to provide opportunities to learn, explore and connect. “Social media” refers to any online forum, website, or account in which users share information, ideas, messages or other content with other users through posts.

Only employees designated as responsible for the Library’s social media accounts can delete, edit, or otherwise modify content. Postings in these forums will be restricted to information or discussion about Library programs and services, and relevant community events or topics. The public is encouraged to participate in these forums, but the following content is prohibited:

- Obscene content or threatening language
- Content that violates intellectual property rights
- Personal information published without consent
- Content or links unrelated to the purpose of the forum
- Commercial promotions or solicitations
- Political campaigning or advocacy

The Library reserves the right to remove postings on any of its social media accounts that violate the above restrictions. An individual who repeatedly violates the above prohibitions may be permanently blocked from posting.

Joining, utilizing and/or posting content to the Library’s social media platforms implies agreement with this and all other Library policies. The Library assumes no responsibility for any damages, direct or indirect, from participation in Library-sponsored social media platforms.

The Library reserves the right to reproduce comments, posts and messages in other public venues. Identifying information, other than first name, will be removed unless prior approval is granted by the user. The content of all Library-maintained social media platforms may be considered public record under Illinois public records law and is subject to disclosure per the Freedom of Information Act.

Employees’ personal use of social media sites is subject to the following rules and guidelines:

1. Employees shall limit social media use at work to Library-related responsibilities.
2. Employees shall not discuss confidential Library matters, including, but not limited to, personal information about employees, volunteers, board members or patrons.
3. Employees shall be aware that the Library reserves the right to monitor employees’ public use of social media.

Library staff who participate in non-La Grange Public Library social media forums must not represent their statements as reflective of official Library policy. Staff who maintain personal blogs on library-related issues should include a disclaimer that the views expressed by the author are the author’s alone and do not represent the views of the La Grange Public Library.