

## Alta Community Library Social Media Policy

The intended purpose behind the use of Alta Community Library social media sites is to disseminate information from the Library, about the Library, to the public in a civil and unbiased manner. The establishment and use by the Alta Community Library of Library social media sites are subject to approval by the Library Director or her/his designees. All Alta Community Library social media sites shall be administered by the Library Director or her/his designees.

Library social media sites shall make clear that they are maintained by the Alta Community Library, and the Library logo or branding shall be used on all social media accounts to confirm site authenticity.

The Library Director or her/his designees will monitor content on Library social media sites to ensure adherence to the Social Media Site Comment Policy (below).

Users of all Library social media shall adhere to applicable federal, state and local laws, regulations and policies.

The Alta Community Library reserves the right to restrict or remove any content that is deemed in violation of the Library Social Media Policy or any applicable law. Any content removed based on these guidelines must be retained by the Library Director or her/his designees for 5 years, including the time, date and identity of the poster, when available.

Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.

The Alta Community Library Social Media Policy must be displayed to users on the social media site, or the site must contain information for users about where they may find the Social Media Policy.

### Social Media Site Comment Policy

Although Alta Community Library may accept posts and comments on the social media sites managed by the Library, the sites are limited public forums and are moderated by Library staff:

1. The Alta Community Library reserves the right to remove any posted comment that is in violation of this policy or is in violation of any state or federal law.
2. The Alta Community Library will, upon discovery, remove any comments that contain any of the following:
  - a. Content that is profane, threatening, harassing or vulgar;
  - b. Content that depicts or describes graphic violence;

- c. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  - d. Sexual content or links to sexual content;
  - e. Comments that promote or advertise a business or contain solicitations of commerce;
  - f. Conduct or encouragement of illegal activity;
  - g. Information that may tend to compromise the safety or security of the public or public systems;
  - h. Content that violates a legal ownership interest of any other party;
  - i. Comments in support of or opposition to any person campaigning for election to political office;
  - j. Malicious code that contains a virus, worm, defect, Trojan horse or any other similar item of a destructive nature that may interfere or disrupt ICN services, servers, computer systems, networks, servers, systems, etc.
  - k. Personally identifiable information (name, photo, social security number, driver license number, date of birth, address, phone number or any other information or combination of information that uniquely identifies a specific individual).
3. The Library Director or her/his designees shall determine how employees must identify themselves when participating in a Library social media forum.