

Mukwonago Community Library
Social Media Policy
Approved 21 December 2017

Purpose of the Library's Social Media Sites:

The Mukwonago Community Library has established social media sites primarily in order to inform library users of library programs, events, services, materials, and to encourage dialogue and the exchange of information and knowledge between users and library staff about these programs, events, services, and materials. These social media outlets supported by the Mukwonago Community Library are intended to assist in fulfilling our goals of connecting people with materials and information, as well as serving the informational, educational, recreational, and cultural needs of the community. Positive interaction with community members will be promoted on our social media to foster an atmosphere of education, learning and collaboration.

General Policy

Comments and postings from the public are allowed, but will be reviewed by library staff for content appropriateness. By publishing any comments, posts or other materials (including photos) on the library's social media sites, you give the library the right to reproduce, distribute, publish, display, edit, modify, delete and otherwise use your submissions for any purpose in any form on any media.

Comments or postings that fall within any of the following categories will be deleted by library staff:

1. Advertisements and solicitations not expressly permitted by the library. This includes the promotion or endorsement of any financial, commercial, governmental, or non-governmental agency. Similarly, we do not allow attempts to defame or defraud any financial, commercial, governmental, or non-governmental agency.
2. Graphic, obscene, explicit, or racial comments or submissions, nor comments that are abusive, hateful, or intended to defame anyone or any organization.
3. Plagiarizing or posting copy-righted material without permission or authority from the copyright holder, upon request of the copyright holder.
4. Private, personal information of another person without appropriate consent or authority. Comments, postings, and/or hyperlinks not related to the content created by the library staff.
5. Chain letters or pyramid schemes.
6. Photos, videos, or other images that fall in any of the above categories.

The library reserves the right (but is not obligated) to do any of the following:

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1. Review all comments and postings and delete any communications posted, regardless of whether such communications violate the above standards
2. Remove communications that are abusive, illegal or disruptive, or that otherwise fail to conform to this policy or community standards.
3. Terminate a user's access to the comment feature upon breach of these guidelines.

Finally, you agree that you will indemnify the library against any damages, losses, liabilities, judgments, costs or expenses (including attorneys' fees and costs) arising out of a claim by a third party related to any material you have posted.

Revision History

19 January 2017:	Policy Created
21 December 2017	Reviewed and approved with no changes

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