

Carnegie-Stout Public Library Social Media Comments Policy

Content will be created by the Carnegie-Stout Public Library (C-SPL) staff to assist in fulfilling our mission in serving the informational, educational, recreational, and cultural needs of our patrons.

The goals of the C-SPL's sponsored social networking sites are:

- To inform the public about library resources and activities
- To increase the public's use of library resources
- To provide additional communication with members of the public

Publically posted information will be professional and reflect positively on C-SPL as well as the City of Dubuque, its staff, volunteers, and services. Staff shall check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar when publishing any posts.

Much of the content will relate to libraries, authors, books, and the book-publishing industry; and to programs, events, photos and/or images, or special topics that the Library is discussing or promoting.

Comments and postings from the public are encouraged, but will be reviewed by Library staff for content: The Carnegie-Stout Public Library reserves the right to deny access to Carnegie-Stout Public Library social media sites for any individual who violates its Social Media Comments Policy, at any time and without prior notice. The Library reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

- Harassing Library staff or other social media users. Harassing comments or postings include profane, obscene or vulgar statements or images, threatening physical harm toward another person, and engaging in behavior with the sole intent of annoying another person.
- Threats to any person or organization.
- Libelous, slanderous, defamatory, or personal attacks.
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, familial status, age, sexual orientation, gender identify, marital status or mental or physical disability.

- Plagiarizing or posting copyrighted material without permission or authority.
- Private, personal information of another person without appropriate consent or authority.
- Advertisement, solicitation, and spam.
- Comments in support of, or in opposition to, any political campaigns or ballot measures.
- A consent form must be completed by a parent/guardian prior to posting pictures of minors.
- Encouragement of illegal activity.

Designated staff members will regularly review the Library's social media to check postings and respond. Material that is deemed inappropriate based on the general policy criteria will be handled via deletion of the material. The person who has his or her posting deleted by the Library staff may appeal the deletion, in writing, to the Director of Library within 30 days after the deletion. The Library Director will affirm or reverse staff's decision to delete a posting within 30 days after receiving the written appeal.

*By the Carnegie-Stout Public Library
Library Board of Trustees
Adopted April 26, 2012
Reviewed December 17, 2015
Revised July 26, 2018*

By, 

*Patty Poggemiller, President
Library Board of Trustees*