



Policy on use of Mentor Public Library's Social Media Sites

Purpose of the Library's Social Media Sites:

The Mentor Public Library ("Library") has established social media sites primarily in order to inform Library users about Library programs, events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library's Social media sites may also be used to notify the general public of Library employment opportunities. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing library programs, events, and materials.

Agreement:

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this procedure, and the Mentor Public Library's policies on Behavior and Conduct and Internet and Computer Use, as applicable.

Disclaimer:

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions or positions of the Mentor Public Library, its employees, or its Board of Trustees.

No Privacy:

You should have no expectation of privacy in postings on Library sponsored social media sites, and by utilizing these sites, you consent to the Library's right to access, monitor, and read any postings on the sites.

Ownership:

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting.

Public Comments and Posts:

All interactions will be regularly monitored and reviewed for content and relevance. The library reserves the right to refrain from posting user submissions or comments or to remove or edit them at any time, as determined by the Library in its sole discretion. All content posted to sites maintained by the library is subject to our Behavior and Conduct and Social Media policies.

Individuals who violate either policy may be banned from the Library's social media sites and/or facilities and authorities may be contacted.

Users of library social media are expected to interact with the library and each other in a civil, respectful, and constructive manner. All posts to Library social media sites are subject to the following:

- Stay on topic. Comments and posts should be library related.
- Duplicate posts from the same individual will be deleted.
- Don't include personal information about yourself or others, except with their consent.
- Spam and commercial content will be removed. The library will remove posts or comments used for campaigns, political, religious, or commercial purposes or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in removal of the comment.
- Individuals should not post anything that they do not have the right to post.
- Posts containing offensive, derogatory, name-calling, obscene, threatening, or abusive language or hate speech are strictly prohibited and will be deleted. Individuals are fully responsible for libelous or defamatory comments.
- No harassing, stalking, abusive, or unlawful behavior will be tolerated. This includes posts that foster, discriminate, or harass on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry, or any other category protected by federal, state or local laws.
- Be aware of copyrighted and trademarked materials. Do not place information, intellectual property, logos, trademarks, or photos protected by copyright and trademark laws without the permission of the owner.
- Posts that are knowingly false will be removed.

Library staff and representatives are to remain neutral in library-related posts and in response to questions. Staff may offer information or resources to answer any questions and assist users to make informed decisions.

Violations of this policy:

Postings which the Library in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the Library or its agents immediately upon discovery by the Library (or its agent) without prior notice. The Library reserves the right to terminate accounts, ban, or block users who have posted in violation of this policy on more than one occasion. Appeals may be made to the Library Director.

Reporting Violations:

Users may report concerns. Administrators will respond to those concerns as soon as possible.

Approved May 17, 2023
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