Social Media Policy

Purpose

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the library and its programs. The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the library itself. It disallows using library facilities as interview venues for unrelated stories and disallows access to library patrons for opinion polls or man on the street interviews within its facilities.

Definition of Social Media

For the purposes of this policy, "social media" includes any online platform, application, or tool created, hosted, or moderated by SCL that enables communication, interaction, or the sharing of information.

Examples include (but are not limited to):

- Library websites and blogs
- Social networking sites (e.g., Facebook, Instagram, YouTube)
- Commenting features, community reviews, online discussions, and public posts
- Any future platforms adopted by SCL for public communication

Community Guidelines

To support productive and respectful participation, SCL asks all participants to follow these guidelines when engaging with library social media:

Protect Your Privacy

- Do not post personal or sensitive information (e.g., address, phone number, account numbers).
- Young people under 18 must take extra care not to share identifying details.

Be Respectful and Stay on Topic

- Comments must relate to the post or topic being discussed. Disagreement with ideas or decisions is permitted; however, comments must focus on the issue rather than on individuals.

Follow the Law and Comply with SCL Policies

- Posts must not violate copyright, privacy laws, or the SCL Library Policies

Prohibited Content

Library employees may remove comments or posts that include:

- Copyright violations
- Off-topic or disruptive comments when a topic is clearly designated to prevent meaningful participation by others
- Commercial promotions, advertisements, or spam
- Repetitive or duplicated posts from the same user
- Obscene or profane content
- Specific and imminent threats or encouragement of violence
- Harassment or libelous statements
- Images, videos, or media attachments when posting of such content is disabled or restricted
- Discussion, sale, or promotion of illegal items or illegal activities

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Prohibited Content (cont.)

SCL may also remove malware links, demonstrably false information about library hours, services, or policies, or content that interferes with normal library use.

Moderation Practices

SCL social media is moderated by library employees to maintain a constructive environment for public discussion. Moderation may occur during regular business hours and does not imply ongoing or real-time monitoring.
SCL reserves the right to:

- Hide or restrict comments that violate this policy or the SCL Library Policies
- Disable commenting on posts when needed to maintain a safe environment
- Block or restrict repeat violators who repeatedly violate this policy after prior moderation actions

All moderation decisions are made to protect the integrity, safety, and mission of the library's online spaces and are based on conduct, not on viewpoint or opinion.

Public Records

Content posted on SCL social media may be subject to applicable public records laws.