

ROLFE PUBLIC LIBRARY SOCIAL MEDIA AND WEBSITE POLICY

The purpose of the Rolfe Public Library's social media and website sites is to inform library users about educational opportunities, 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.

Disclaimers, Ownership, Rules, and Guidelines

By joining, utilizing, and/or posting on the library's social media and website sites, you agree to comply with this Policy, and the Rolfe Public Library's Policy on Computer Use, as applicable.

- A The library is not responsible or liable for the content of postings by individuals employed by the library, or third parties not affiliated with the library, on any library-sponsored social media site. Postings do not necessarily reflect the opinions or positions of the library, its employees, or its Board of Trustees.
- B Users should have no expectation of privacy in postings on library-sponsored social media sites, and by utilizing these sites, they consent to the library's right to access, monitor, and read any postings on the sites. By posting on the library's social media sites, an individual gives the library permission to use their name, profile picture, and the content of any posting they make without compensation to them or liability on the part of the library.
- C The library's social media sites may be considered public records under Iowa Public Records laws. If requested, the library may be compelled to disclose public records to third party requestors. The library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.
- D Postings which the library, in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the library immediately upon discovery by the library without prior notice. The library reserves the right to block users who have posted in violation of this policy on more than one occasion. Users may report violations of the library's social media policies by emailing rplib@ncn.net
- E. Examples of postings not permitted include, but are not limited to:
 - a. Postings which contain obscene matter;
 - b. Disparaging, harassing, abusive, profane or offensive postings;
 - c. Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence;
 - d. Potentially libelous or defamatory postings;
 - e. Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the library or library partners;
 - f. Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws;
 - g. Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry;
 - h. Postings which are sexually harassing, including, without limitation, nicknames, slurs, negative stereotyping, sexual rumors that show hostility toward individuals, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions, bullying, or jokes.
 - i. Postings which reference a third party without their knowledge or consent, which the third party finds offensive or an invasion of their privacy.