



## **Social Media Policy**

### **Purpose**

Social media provides a valuable and timely way for the Livonia Public Library to disseminate information about and promote library news, events, projects and services. It also serves to inspire conversation and expand the library's connection with the community. The Livonia Public Library regards social media as equally important as any other venue for the dissemination of library information.

### **Definition of Social Media**

Social media is defined as any web application, site, or account created and maintained by the Livonia Public Library that allows the library to share information and to engage the community.

### **Usage Rules**

The Livonia Public Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages will be periodically reviewed, and the Livonia Public Library reserves the right to, but is not required to, remove and/or respond to any comment, post, or message that violates the law, rights of any 3rd party, or library policies. The sharing of library content to 3rd party social media accounts does not constitute an endorsement by the Library.

The Livonia Public Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the library's staff. Users who post material on Library sponsored social media sites should have no expectation of privacy. By using such sites, you consent to the library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status. The library recommends that users do not post their personal information or contact information on social media sites. The library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

Content containing any of the following will be removed immediately by the Library Director from any Livonia Public Library social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum



- Spam or other commercial, political, or religious messages unrelated to the library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories

The library director reserves the right to ban or block users who have posted in violation of this policy. In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law. The Livonia Public Library asks that individual user complaints be addressed directly to the Library Director so they can be addressed quickly and specifically. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

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