

## Social Media Policy

*“Social media” is any web application, site, or account created and/or maintained by the Library that facilitates the sharing of information with other users, including but not limited to Facebook, Instagram, YouTube, and Twitter.*

*The Cape Girardeau Public Library (“Library”) uses social media to further the Library’s mission to be the community’s first choice for information gathering experiences through social interaction, programming, technology and the written word for all ages.*

### *Posting and Restrictions:*

*Social media accounts are maintained by the Cape Girardeau Public Library. The accounts will be monitored by the Library Director and/or designated staff. The Library reserves the right to remove comments that violate our rules, are unlawful, or are off topic without notice.*

*Posts containing any of the following may be removed from the Library’s social media accounts:*

- 1. Material that violates copyright*
- 2. Irrelevant comments*
- 3. Commercial promotions, advertisements, political campaigning, or spam content*
- 4. Posts that contain inappropriate, sexually explicit, obscene, hateful, racist or sexist comments*
- 5. Content that contains personal attacks, libel, slander, threatening or harassing language, defamation, or is otherwise objectionable*
- 6. Private and/or personally identifying information (i.e. age, phone number, address, etc.)*
- 7. Photos, images, or links which fall into any of the above categories*

*Users are responsible and liable for the content they post to social media. The Library is not responsible for patron-generated comments or content posted by non-Library staff that appears on social media accounts. Views expressed on social media are not necessarily endorsed by the Library nor do they represent the Library’s views or policies. Content that contains threats or illegal content will be documented and reported to law enforcement. Users who violate these restrictions may be blocked from future commenting.*

*When appropriate, the Library may choose to link its social media account with other organizations. The Library may affiliate with other organizations whose profiles provide information that may be of interest to patrons or with whom the Library has partnered for various programs or events. Affiliating with these organizations does not imply endorsement of the views or opinions expressed on their profiles, nor is the list of affiliated organizations intended to be exhaustive. Any link to an external website or non-Library social media profile is not a sponsorship, authorization, affiliation, or endorsement of that website or profile. The Library is not responsible for content posted on external websites or non-Library social media profiles.*

### *Reporting Concerns:*

*Users may report concerns about social media posts or violations of the Library’s Social Media Policy by contacting the Library Director.*

*Approved by Library Board of Trustees March 7, 2019. Amended April 6, 2023.*