

SOCIAL MEDIA POLICY

POLICY: Tigard Public Library (Library) may offer blogs, community reviews, patron comments and other social media for educational, cultural, civic and recreational purposes. Social media provides a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Social media are intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments are moderated by library staff and the library reserves the right to remove comments that are unlawful or otherwise do not adhere to the City or Library's policies for use of social media.

Material submitted to and posted to Library social media sites become public records subject to retention and disclosure pursuant to the Oregon Public Records Law, ORS 192.410 et. seq.

BACKGROUND: Social media includes, but are not limited to, such formats as blogs, listservs, websites, wikis, photo and video hosting, social networking sites or posts to community reviews and patron ratings of library material.

All content the Library delivers through social media platforms should add value by helping our patrons, partners and coworkers. Published content may build a sense of community. When the published content helps people improve knowledge or skills, build their business, perform their jobs, solve problems, or understand the Library better – then it is adding value.

Comments to social media are moderated by library staff and the library reserves the right to remove comments that are unlawful or otherwise do not adhere to the City or Library's social media policies. Comments, posts and messages are welcome on the Library's social media sites, provided they do not fall into the following categories:

1. Copyright violations
2. Off topic comments
3. Commercial material/spam
4. Duplicated posts from the same individual
5. Obscene posts
6. Specific and imminent threats
7. Libelous comments
8. Private, personal information published without consent

All social media sites affiliated with the Library will be regularly reviewed by library staff. Postings which contain any of the above prohibited content will be removed and the

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poster may be barred from posting any subsequent messages to Library or City social media sites. The Library reserves the right to pre-screen user-submitted content for the above infractions before publishing.