



SOCIAL MEDIA AND VIDEO-CONFERENCING POLICY

General

Social media is defined as websites and applications that enable users to create and share content or to participate in social networking online. Social media includes, but is not limited to, blogs, image or video sharing sites, and other social media platforms.

Video-conferencing is defined as platforms and applications that allow attendees to partake or participate in library programs or meetings online or via cellphone.

Policy

The Glencoe Public Library (Library) uses social media and video-conferencing to increase awareness of and accessibility to its programs, resources, and services.

The Library does not endorse the opinions expressed in posts on its social media accounts or in its video conferences and meetings.

Posts and comments are moderated by the library staff. The Library has sole discretion to remove or edit posts and comments that violate the Social Media and Video-Conferencing Policy.

Posts or comments containing the following are in violation of this policy:

- Obscene language or material that violates any applicable local, state, or federal laws
- Child pornography
- Specific or imminent threats
- Libelous or slanderous comments
- Abusive, harassing, or violent language
- Duplicated posts
- Copyrighted, trademarked, or plagiarized material
- Advertisement or sale of merchandise or services, solicitations for charitable donations, commercial material or spam
- Comments or hyperlinks to material that is not connected with the Library's posting topic
- Images that are not related to the library posting or are subject to copyright violations
- Private and/or confidential information about others
- Any other content that is not expressly described above but deemed in violation of this policy's purpose by the Glencoe Public Library

The Library reserves the right to suspend, block, or bar persons from posting on its social media platforms, or from participating in its video conferences or meetings, if they fail to comply with this policy.

The Library reserves the right to reproduce public posts and comments submitted to its social media sites or made during a video conference.

The Library does not endorse, monitor, or review the content of personal social media activity of its employees.

The Library has no affiliation with any advertisements or other material posted by third party sites or software.

The Library does not collect, maintain, or otherwise use the personal information stored on any third-party social media site or video-conferencing application or site.

The Library may record and replay, or rebroadcast some video-conferencing programs; the Library will identify at the beginning of the program if a recording is being made.

Children under eight years of age attending any video conference or video meeting, or accessing or participating in any library social media, must be accompanied at all times by a parent or guardian.

By choosing to comment, partake or participate, or to allow their children to partake or participate, the user agrees to this Social Media and Video-Conferencing Policy and to release, waive, indemnify and hold harmless the Glencoe Public Library, its employees and Trustees from and against all claims, liabilities, direct or indirect damages related to the user's post, comment, or use of the social media account, video conference or meeting.

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| Adopted | July 19, 2017 |
| Reviewed | |
| Revised | August 19, 2020 |