

Brookfield Public Library Social Media Policy

Effective Date: 04/25/2018

The Brookfield Public Library's use of social media platforms is designed as a public service to inform members about classes, events, collections and resources. Our social media presence also serves to encourage and invite conversation and community involvement in the Library.

Content posted to the Library's social media platforms shall only pertain to Library-sponsored, Brookfield-sponsored, or Library-affiliated programs, services, and events. Content includes, but is not limited to, information, photos, videos, and links. All non-conforming posts will be removed as soon as possible and without prior notice. Abuse may result in being banned from Library-sponsored platforms.

The Library is not liable for ads, videos, promoted content or comments accessible from any external web page. The responsibility for external content or comments rests with the organizations or individuals providing them. Any inclusion of external content or comments does not imply endorsement by the Brookfield Public Library. The Library does not endorse the content of employee or trustee personal social media posts.

The content of all Library-maintained social media platforms may be considered public record under Illinois public records law and is subject to disclosure per the Freedom of Information Act.

Posts containing the following inappropriate forms of content shall not be permitted on Library social media platforms and will be subject to removal and/or restriction by the Library:

- Comments not topically related to the social media platform or current thread;
- Obscene, profane, sexually explicit, or racist language;
- Libelous statements, personal attacks, threats, harassment, insults, or language inciting violence;
- Content that promotes, fosters, or perpetuates discrimination of any group protected by federal, state, or local law;
- Commercial promotions, solicitations, organized political activity or spam;
- Conduct or encouragement of illegal activity or violation of Library policies;
- Personal or private information published without consent;
- Copyrighted, trademarked or plagiarized material.

Joining, utilizing and/or posting content to the Library's social media platforms implies agreement with this and all other Library policies. The Library assumes no responsibility for any damages, direct or indirect, from participation in Library-sponsored social media platforms.