



Social Media Use

The Library has established social media accounts as venues to post copies of existing records that are managed under Local and State Records Acts outside of the platforms. The Library uses social media to distribute information to the community in a timely and accessible manner. It is not a public forum. Posting to the social media sites does not generate public records under the Local Records Act (50 ILCS 205); rather, social media postings are merely posts of copies of existing records. Per the Illinois Secretary of State's Illinois State Archives Records Management Division, "the definition of social media is a venue, temporary platform, or portal for displaying records. The platform provided by the social media vendor is not in and of itself a record as defined under the Local or State Records Act... When an agency chooses to use the social media platform as a two-way communication form, then records are being created and will require management under either Act. In addition to being a record, any public comments are protected by the First Amendment of the United States Constitution and must be managed accordingly."

Employees, through the use of social media, whether such use is personal or on behalf of the Library:

- Are prohibited from discussing confidential Library matters (e.g. patron account information, employee medical information, information subject to attorney-client privilege);
- May not harass, threaten, libel or slander, bully, make statements that are maliciously false or discriminate against coworkers, managers, Board members, patrons, vendors, or any member of the public, including social media visitors who post comments;
- Must respect all copyright and other intellectual property laws; and
- May not represent themselves as spokes people for the Library on their personal social media accounts. This does not prohibit employees from including the Library's name or other information, nor does it prohibit them from choosing to identify themselves as employees of the Library.

Additionally, only employees designated and authorized by the Library may post, edit, delete, or otherwise modify content on Library-sponsored social media. These employees are authorized to immediately remove without advance warning any content that they deem inappropriate such as threats, pornography, spam or commercial ads, violation of intellectual property right including copyright or trademark, confidential or private information without personal consent, and/or material that violates the Library's other policies, including the Equal Employment Opportunity, Non-Discrimination & Anti-Harassment, and Anti-Bullying & Anti-Workplace Violence policies.

The Library reserves the right to view employees' public use of social media including but not limited to statement or comments posted on the internet, in blogs and other types of openly accessible forums, on diaries, and on personal and/or business discussion forums. Employees should have not expectation of privacy while using Library equipment and facility for any purpose, including the use of social media. The Library reserves the right to monitor, review, and block content that violates Library rules and guidelines. This policy is not intended to restrict employees from discussing their wages, hours, or working conditions with colleagues.