



Online Social Media Use Policy for Patrons

Purpose

The Nippersink Public Library District (“Library”) utilizes social media as a communication and engagement tool to share information about Library resources, programs, and community initiatives. These platforms serve as limited public forums to facilitate respectful dialogue, collaboration, and connection between the Library and the public.

This policy establishes expectations for appropriate patron use of Library-managed social media platforms, ensuring that discussions remain relevant, lawful, and welcoming to all participants.

Policy Statement

The Library’s social media presence exists to inform, engage, and connect with the community. Comments, posts, and messages on Library-sponsored social media sites are subject to review and moderation by Library staff. By participating, users agree to comply with this policy and all applicable laws.

All Library social media content, including comments and user interactions, constitutes a public record under the Illinois Freedom of Information Act (FOIA) and the Illinois Local Records Act, and may be subject to disclosure.

Definition of Social Media

For purposes of this policy, “social media” includes any online platform, application, or web-based tool that facilitates public discussion or information sharing about Library-related topics. This may include, but is not limited to:

Facebook, Instagram, X (Twitter), YouTube, TikTok, or other social networking sites
Blogs, discussion boards, or collaborative wikis
Comment sections on Library websites or digital publications

Guidelines for Patron Use

Privacy and Responsibility

- Users should have no expectation of privacy when posting on Library social media accounts.
- By participating, users consent to Library access, monitoring, and review of all postings.
- The Library strongly discourages users from posting personal, identifying, or contact information.
- Third-party platforms used by the Library are governed by their own privacy policies. Users should familiarize themselves with these before participating.

Comment and Posting Rules



Users are solely responsible for their own content and for obtaining all necessary rights or permissions for any material they post. Behavior on social media is expected to follow the same standards as outlined in the Patron Conduct Policy.

The following types of content are not permitted and will be removed by Library staff:

1. Copyright or intellectual property violations.
2. Off-topic or irrelevant comments, including external links.
3. Commercial promotions, solicitations, or spam.
4. Duplicate postings by the same individual.
5. Obscene, profane, or sexually explicit language or material.
6. Threats of violence, harassment, or discriminatory remarks targeting any individual or protected class.
7. Defamatory, libelous, or false statements.
8. Content that violates any federal, state, or local laws or regulations.

Posts that violate this policy may be removed without notice, and repeat offenders may be blocked or reported to the hosting platform.

Moderation and Administration

Library staff will monitor social media platforms during regular business hours.

The Library reserves the right to review, edit, hide, or delete any content that violates policy or is inconsistent with the Library's mission.

Reposting or sharing content from another source does not constitute Library endorsement.

Users are encouraged to direct complaints, service issues, or concerns through official Library communication channels (e.g., phone, email, or in-person) rather than social media.

Accessibility Commitment

The Library strives to make its digital communications accessible to all users.

Reasonable efforts will be made to include alt text, image descriptions, captions, and accessible links whenever possible to ensure that online content complies with accessibility best practices and the spirit of the Americans with Disabilities Act (ADA).

Records Management and Legal Compliance

- All Library social media content is subject to the Illinois Freedom of Information Act (FOIA), the Local Records Act, and applicable e-discovery laws.
- Posts, comments, and other Library-related digital communications must be retained in accordance with the Library's approved records retention schedules.
- Social media records must be stored in a format that preserves content integrity and remains easily accessible for retrieval if required by law.

Enforcement

Users who violate this policy may have their comments removed, accounts blocked, or may be referred to law enforcement in cases of unlawful activity.