



GLENCOE PUBLIC LIBRARY

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 social networking sites such as Facebook, Instagram, X (formerly known as Twitter) or other 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.

For purposes of this policy, all activity on social media or video-conferencing shall be referred to as “posting.”

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

Posts containing the following are in violation of this policy:

- Obscene language or material that violates any applicable local, state, or federal laws
- Child pornography
- Statements of a threatening nature
- 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
- Posts or hyperlinks to material that is not connected with the Library’s posting topic
- 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 Library

The Library may 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 may retain and/or reproduce public posts 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 will not share personal information stored on social media site or video-conferencing sites or platforms outside of the Library except as required by law or regulation; to investigate violations of this policy; to prevent, detect or address fraud, security or other technical issues; or to protect against harm to the rights, property or safety of the Library, its users or the general public, as required or permitted by law.

The Library may record and replay or rebroadcast some video-conferencing programs; the Library will state 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 supervised/accompanied at all times by a parent, guardian, or caregiver.

By choosing to post, partake or participate, or to allow their children to partake or participate in library social media or video-conferencing, 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 and attorneys' fees related to the user's activity.

Adopted	July 19, 2017
Reviewed	
Revised	August 19, 2020; August 16, 2023