

## Social Media Policy

Clive Public Library sponsored social networking sites are to provide the community with an open forum to inquire, discuss, and respond to library business, services, and events. The Clive Public Library reserves the right to review comments on the Clive Public Library social networking sites, and to modify or remove inappropriate content. One warning should be given. If the patron posts inappropriate content a second time, they should be removed or blocked from use of the site. The Clive Public Library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, the Clive Public Library is not obligated to take any such action, and will not be responsible or liable for content posted by any subscriber patron in any forum, message board, or other area within the Clive Public Library social networking sites.

The library logo and authorized departmental extension will be used on all social media accounts to confirm authenticity of site.

The library will comply with all applicable federal, state and local laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment free speech rights, privacy laws, and information security policies established by the City of Clive.

Comments posted the library-sponsored social media web sites are moderated by library staff. Patrons are expected to follow state and federal law and the basic rules of civility; comments may not be obscene, defamatory, harassing or threatening. The library reserves the right to monitor content before it is posted on any social media account, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, harassing or threatening, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate for the sites. Notwithstanding the foregoing, the Clive Public Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the sites.

Submissions containing information including, but not limited to, the following are against library rules and will be deleted before posting or removed by library staff:

- Defamatory comments
- Obscene, extreme, harassing, threatening or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material which violates any copyright, trademark or other intellectual property right of a third party, to the best of the Clive Public Library's knowledge
- Private, personal information (such as, but not limited to, names, addresses, dates of birth, personally identifiable information) published without consent
- Off-topic comments
- Commercial promotions, purposes or spam
- Hyperlinks to material that is not directly related to the discussion
- Duplicate posts from the same individual
- Specific and imminent threats of harm or danger
- Postings that violate federal, state or local laws or regulations
- Postings that are organized political or religious activity

If you do not agree to the terms of use included in this policy, do not use the Clive Public Library social networking sites. By posting a comment, you agree to indemnify the City of Clive and its employees from and against any liabilities, judgments, damages, and costs (including attorney's fees and court expenses) incurred by any of them, which arise out of or are related to the content that you post.

If a social media post is removed from the site it will nonetheless be maintained in accordance with the library's document retention schedule.

Reviewed & Approved 6/2021

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Approved 8/2009

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