

## Social Media Policy

Peru Public Library uses various social media platforms to communicate library information to its community and to engage with its patrons. Social media accounts are limited public forums intended to convey information about library services, programs, and collections. The following is intended to inform users of the expectations for interactions on all Peru Library social media websites and pages.

A user participating in the library's social media service consents to and agrees to comply with all library policies. Be aware that Peru Library social media sites are moderated by staff for compliance with this policy and are also subject to the third-party host's terms of use. The posts and comments expressed on these sites do not necessarily reflect the opinions of Peru Library.

Peru Library does not encourage comments, photographs, links, or posts that contain any of the following:

- Posts containing obscenity, or sexual pornographic content
- Threatening, harassing, or abusive behavior to any person
- Posts that promote discrimination against specific individuals or groups on the basis of race, age, religion, national origin, gender, or any other protected class
- Spam or links to malware/viruses
- Promotion of any commercial activities not related to Peru Library business or programs
- Content that violates a legal ownership interest (copyright or trademark)
- Conduct that violates any federal, state, or local law or encourages illegal activity
- Comments that are not relevant to the original topic
- Content in support of or opposition to political campaigns or ballot measures

The Peru Library Director or their designee reserves the right to deny access to any/all of our social media sites for any individual who repeatedly violates this policy or applicable laws, at any time without prior notice.

Peru Library assumes no responsibility for any damages, direct or indirect, from participation in Peru Library's social media platforms. Users who enter private or personal information on Peru Library social media sites do so at their own risk, and Peru Library is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information.

Please be advised that content or posts on Peru Library social media sites that relate to Peru Library business are considered a public record under the Illinois Public Records Law and, subject to disclosure under the Freedom of Information Act and retention under state records retention laws. Content that is deemed not suitable for posting by library staff based on the criteria defined above shall be retained by staff pursuant to the records retention schedule in the form of a screen capture along with a description of the reason the specific content was rejected. The content will then be removed, as technology allows, from the library's accounts.