OREGON PUBLIC LIBRARY
SOCIAL MEDIA POLICY

I. Community Discussion Guidelines

Oregon Public Library (OPL) staff create content on several social media* sites to assist in fulfilling the information, leisure, civic and cultural needs of library users. The majority of the content will be related to libraries, authors, books, photos and/or images, library programming, special topics the library is discussing or promoting and local community events. While OPL encourages comments and recognizes and respects differences of opinion, all content will be reviewed by library staff.

II. General guidelines for posting comments and content at OPL's sites

A. We want to hear from you! Please post comments, questions, and other thoughts that contribute to the conversation.

B. Stay on topic- stick to the subject raised by the post. Do not comment on the person who made the initial post, or others who made comments.

C. If you can't be polite, don't say it. Every comment deserves respect.

D. Think before you push the "share" button. Remember that this is a public forum, and your words will be archived on the site for a long time.

III. Some Don'ts

A. Don't post copyrighted materials that you don't have permission to reproduce or distribute.

B. Don't post content that installs viruses, worms, malware, trojans, etc.

C. Don't post content that is obscene, libelous, defamatory, hateful, personal attacks or threats.

D. Don't post spam or commercial promotions.

E. Don't post personal, real-life information such as home addresses and home phone numbers.

IV. **What will OPL do?**

A. We will respond to comments, answer questions, and provide information as appropriate.

B. Sometimes we'll join a comment thread to help focus the discussion, or to get people talking.

C. We will remove any posts that break the rules stated above.

V. **Disclaimer**

Any content posted on the OPL website is a public record and is regulated by the Wisconsin State Public Records Law.

* Social media is a term used to describe online publication tools with a focus on immediacy, user participation and information sharing.

Approved July 13, 2011