

# Hollwedel Memorial Library

## Social Media Policy

### Definition of Social Media

Social media is defined as any web application, site, or account created and maintained by the Hollwedel Memorial Library that supports the Library's social media purpose statement.

### Purpose of Social Media

The purpose of the social media employed by the Hollwedel Memorial Library is to disseminate information about and promote Library programs, news, projects, and ongoing activities to all members of the Pavilion community, consistent with the Library's mission statement, and to provide a forum for Library staff and Library users to share opinions and information about Library-related subjects and issues.

### Usage Rules

The Hollwedel Memorial Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, all comments, posts, and messages are subject to review and the Hollwedel Memorial Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate. The Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

### **Content containing any of the following will be removed immediately from any Hollwedel Memorial Library social media forum:**

Obscene comments or hate speech

Personal attacks, insults, or threatening language

Private or personal information, including phone numbers and addresses, or requests for personal information

Potentially libelous statements

Falsification of identity

Comments, links, or information unrelated to the purpose of the forum

Spam or other commercial or political messages.

