

**CAPITAL AREA DISTRICT LIBRARIES**  
**SER 205 SOCIAL MEDIA POLICY**  
APRIL 17, 2024

**PHILOSOPHY & PURPOSE**

Capital Area District Libraries (CADL) wish to encourage dialogue and new learning opportunities within the community it serves while remaining a relevant information source for the community through the use of various web tools.

To this end, CADL has established social media sites to inform library users about library programs, events (including those co-sponsored with other organizations), materials, and to encourage dialogue and the exchange of information and knowledge between users and library staff about these programs, events and materials.

The library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but instead a limited forum for discussing library programs, events, and materials. Courts have recognized that libraries are limited public forums and as such, are only obligated to allow the public to exercise rights that fit with the purposes of the library. All postings related to library programs, events, and materials are permitted, except as otherwise stated in this policy. All other posts are prohibited.

This policy governs the use of social media when interacting with CADL's social media sites. "Social media" for purposes of this policy broadly means all forms of communicating, creating, or posting information, content, or materials on the internet, all websites, listservs, applications, virtual communities, or similar platforms that enable users to create and share content, participate in any kind of social exchange of ideas, networking, or collaboration, or participate in an online community. This includes, but is not limited to any forum for online publication and commentary, any website, or any other online platform that facilitates activities such as professional or social networking, online community, posting commentary or opinions and sharing pictures, audio, video, or other content (e.g. blogs, wikis, chat rooms, message boards, listservs, TikTok, Facebook, LinkedIn, Yelp, YouTube, Twitter, Instagram, Flickr, Reddit, Twitch, and Pinterest).

**I. PUBLIC USE**

CADL's social media sites are not a public forum and are monitored and managed by CADL staff. Users may report concerns. Administrators will respond to those concerns as soon as possible.

Members of the public choosing to use and/or interact with CADL's social media sites are bound by this Social Media Policy, the CADL Code of Conduct, and all other library policies. Any posts or other interactions on CADL's social media sites which violates the Code of Conduct or any other library policy will be deleted or removed by CADL. This includes, but is not limited to, any behavior or posts that could be reasonably construed as containing threatening, intimidating, hostile, obscene, harassing, or abusive content or language. Individuals are fully responsible for libelous or defamatory comments. No harassing, stalking, abusive, or unlawful behavior will be tolerated. Individuals who violate CADL's policies may be banned from CADL's social media sites and/or facilities and authorities may be contacted. Any person

denied access to CADL social media sites under this policy may appeal the denial using the procedure set forth in SER 103.

The Library is not responsible for or liable for the content of postings by members of the public or other third parties on any Library sponsored social media site, and all postings, unless specifically designated otherwise, do not reflect opinions or positions of Capital Area District Libraries, its employees, or Board of Trustees.

The Library is not responsible for or liable for any actions taken by any social media site which may have its own terms of service, privacy, acceptable behavior, and stated consequences for violating those terms of service.

Any content which does not discuss CADL programs, events, and materials will be removed. All users are advised this means CADL will remove posts or comments used for campaigns, non-library political purposes, religious purposes, commercial purposes, or for soliciting funds.

By posting on the Library's social media sites, users give the Library permission to use their name, profile picture, and the content of any posting or comment they make without any compensation to the individual who made the post or liability on the part of the Library. This permission ends only if the user who made the post deletes his or her post.