

Social Media Policy

This policy sets forth guidelines for the establishment and use of social media sites by the Orange City Public Library as a means of conveying information to the public. The intended purpose of social media is to provide information from and about the Library and to advocate for core issues related to the library's vision, mission, and values.

General Policy

The establishment, administration, and use of social media is subject to approval by the Administrative Librarian.

Social media accounts must use Library branding and logos to clearly identify Library ownership.

Social media accounts shall only join groups or follow pages that relate to official library business, services, or events.

Whenever applicable, social media shall link to the Orange City Public Library website for information, services, and documents.

The Administrative Librarian (or designee) shall monitor social media content to ensure that Library policies and interests are represented.

Social media posts must comply with applicable federal, state, and local laws and regulations.

The Library reserves the right to restrict or remove any content that violates this policy or any applicable law. The Administrative Librarian (or designee) shall retain information related to the removal of content for ten (10) years including the date, time, and identity of the individual, when available.

The Orange City Public Library's website is <https://www.orangecitylibrary.org> and is the Library's primary online presence.

The Freedom of Information Act requirements, open records laws, and record retention schedules apply to social media. Content must be managed, stored, and retrieved in compliance with these laws. Records include Library related media, subscriber or follower lists, and communications.

Employees representing the Library on social media, or responding privately as Individuals, must conduct themselves in a professional and ethical manner and are subject to the provisions of the Personnel Policy.

Comment Policy

The Orange City Public Library encourages participation through social media and operates those platforms as limited public forums moderated by Library staff. The Library reserves the right to deactivate the comment feature on its social media sites at any time without prior notice.

Comments posted on Orange City Public Library social media sites represent the opinions of the individual commenters and do not constitute endorsement by the Orange City Public Library.

Prohibited Content

- Abusive, vulgar, or obscene language
- Sexual content, including links to sexual content
- Comments that are off topic
- Content that encourages or perpetuates discrimination, defamation, or personal attacks
- Threats
- Political commentary
- Solicitation or advertising
- Violations of federal, state, or local law
- Encouragement of illegal activity
- Information that compromises the safety or security of the public, Library staff, Library Board of Trustees, or public systems
- Violations of copyright or other legal ownership rights

Protected Information

Protected information includes the following and will be removed immediately:

- Social Security numbers
- Financial account numbers
- Dates of birth
- Names of minor children
- Taxpayer identification numbers
- Personal identification numbers
- Other unique identifying numbers

The Orange City Public Library reserves the right to deny access to its social media sites for anyone who violates its Social Media Policy, at any time and without prior notice. The Library also reserves the right to restrict or remove any content deemed to be in violation of this policy or any applicable law.

The following response can be used to warn individuals about their content:

“Your recent post is in violation of the Orange City Public Library Social Media Policy. Please refrain from posting inappropriate content in the future. If you do not refrain from posting such content, we will block you from this forum. Thank you for understanding.”

Library staff shall monitor Library social media sites for comments that request responses from the library and for activity that violates this policy.

The Administrative Librarian (or designee) shall determine how employees must identify themselves when participating in the social media forum.

The Social Media Policy must be displayed to users on the social media site or include instructions on how users may locate and review the policy.

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Date	Action Taken
2017	Approved
April 19, 2022	Revised and Approved
April 28, 2026	Revised and Approved