



## O'Neal Library

### **Social Media Disclaimer:**

O'Neal Library social media sites are subject to applicable public records laws. Any content maintained in a social media format related to Library business, including communication posted by the Library and communication received from citizens, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for social media content.

### **Social Media Terms of Use:**

#### *Public Comments*

The O'Neal Library provides quality library and information services for all people of the community. To help achieve this goal, the Library uses social media to foster communication with library users and publicize library programs, services and events.

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number or address. The library does not act in place of, or in the absence of, a parent.

The Library reserves the right to delete unacceptable submissions. The following are examples of unacceptable social networking content and comments. The list is not intended to be all-inclusive. Examples are:

- Profane or obscene language or content
- Content that promotes, fosters, or perpetrates discrimination based on race, color, religion, sex, national origin, sexual orientation, age, or any other characteristic protected by law
- Solicitations of commerce
- Conduct of illegal activity
- Infringement of copyrights or trademarks
- Harassment of Library staff or other social media users including profanity, threatening physical harm, or engaging in behavior with the sole intent of annoying another person
- Libelous or slanderous statements
- Private or personal information of another person without appropriate consent or authority
- Comments, postings, and/or hyperlinks not related to the content posted by library staff
- Confidential or non-public information
- Information that may tend to compromise the safety or security of the public or public systems.

#### *Organizational Rules*

Any communication via this social media site (whether by a Library employee or the general public) is subject to public disclosure. Relevant city and state public records retention schedules apply to social networking content. Records required to be maintained pursuant to a relevant records retention schedule shall be maintained for the required retention period in a format that preserves the integrity of the original record.

[Read our full social media policy here.](#)