Ella Johnson Memorial Public Library Social Software Application Policy

Policy Purpose: In keeping with the Ella Johnson Memorial Public Library's mission to support the educational enrichment of the community, the Library has implemented various online social software applications. Social software applications allow library staff to communicate with community members through virtual (via the Internet) communication without a visit to the physical library. The Ella Johnson Memorial Public Library regards social software applications as additions to its other information resources. They do not replace real time, in-person communication.

A social software application is defined as any website or application which allows users to communicate and receive and share information via the Internet. Examples include blogs, listservs, instant messaging, websites, social networking sites, and wikis.

The social software applications operated by the Library include:

Facebook: http://www.facebook.com/ellajohnsonlibrary

Pinterest: http://pinterest.com/ellajohnsonmpl/

Good Reads: http://www.goodreads.com/ellajohnsonlibrary

Rules for Commenting

Any social software application used by the Library shall be deemed a non-public forum which is only intended to be a place for the Library to make announcements to inform its residents and patrons. Any "Comments" presented in response to a Library post strictly represent the opinions of the individual who posted such comment and they do not represent the opinions, speech or policy of the Library.

Comments are welcome on Ella Johnson Memorial Public Library social software applications. The Library reserves the right to moderate all comments and remove those that are unlawful or violate these rules.

Posts containing the following characteristics are against library rules and will be removed. Multiple posts violating these rules from the same individual may result in being barred from posting to the Ella Johnson Memorial Public Library social software applications. By choosing to post comments you agree to these rules.

- Obscene or racist content

- Personal attacks, insults, or threatening language which tends to incite violence or other unlawful activity
- Intellectual property violations
- Libelous comments
- Off topic comments
- Commercial promotions or spam
- Violations of any Federal, State or local law, regulation, rule or policy

The role and utility of social software applications will be reviewed periodically by library staff and may be terminated at any time without advance notice to subscribers.

The Library's social software applications are informational only. If you require a response from the Library or wish to request services, you must contact the Library at 847-683-4490. If you have an emergency requiring immediate assistance from law enforcement or medical or fire services call 911.

The Ella Johnson Library District complies with all applicable federal, state and local laws, regulations and policies. The content posted on social software applications may be subject to FOIA and record retention laws.

FOIA Information

All requests to inspect, copy, or certify public records must be in writing, directed to the Ella Johnson Memorial Public Library District, and submitted via personal delivery, mail, fax, or email. Requests submitted via social software applications shall not be deemed delivered to the Library. The Library prefers that a Requestor use the Request Form submitted to the attention of FOIA Officer, but the Library will honor all requests lawfully submitted to the Library.
FOIA Officer
Ella Johnson Memorial Public Library
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Hampshire, IL 60140
Phone: 847-683-4490
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