**Cook Public Library**

**Social Media Policy**

**Purpose**: The Cook Public Library uses a variety of social media tools to inform the public of library programs, services, events and other community-related information. The Library recognizes the importance and benefit of using social media to create a dialog between the Library and community members.

**Definition**: The Library defines social media as an online space to which the Library posts content, including but not limited to websites, web applications, social networking sites, and media sharing sites. Social media platforms are intended to create a welcoming and inviting online environment.

**Staff Responsibilities**: Cook Public Library staff is responsible for the content, maintenance and editing of the Library’s social media sites. Staff who contribute to the Library’s social media will conduct themselves in a professional manner as representatives of the Cook Public Library.

**Photo/Video**: The library is a public space. Photos/videos may be taken during library programs and events. These photos/videos may be posted on the Library social media sites. The Library will not post photos/videos of minors without the consent of a parent or caregiver.

**Public Use**: The Library welcomes comments, encourages thoughtful discussion and respects diverse views. Posted comments will be monitored and, when appropriate, responded to in a professional manner. Any comments in violation of the Patron Code of Conduct Policy will be removed.