

## Clayton State University Library

Policy Name: Social Media Policy

Effective Date: March 19, 2013

Review Date: June 16, 2015

### Policy

The Clayton State Library social media policy is guided by the Code of Ethics of the American Library Association. Ethical principles of special importance to social media use include those related to patron privacy and confidentiality, respect for intellectual property rights, and general courtesy, accuracy, and impartiality in interactions.

In support of these principles, users and administrators of library social media sites agree not to share content that:

- contains personally identifiable information about one's self or others
- infringes upon another's intellectual property rights
- is abusive, harassing, obscene, or discriminatory in nature
- is spam or other commercial solicitation
- violates any local, state, or federal law
- violates any University or Library policy, including the Student Code of Conduct

In support of intellectual freedom and the open exchange of information made possible by social media, the library encourages community participation in its social media sites. Both library employees and community participants are expected to adhere to the library's social media policy.

The Library's Social Media Policy exists in addition to the Clayton State University Social Media Guidelines. Where ambiguities between the two documents exist, the more restrictive policy or guideline will take precedence.

The Assessment & Marketing Librarian and the Head of Access and Electronic Services serve as administrators for Clayton State Library social media applications.

### Definitions

Social media refers to online communication tools intended to share information with large groups and to develop social and professional connections. Examples include Facebook, Twitter, Flickr, YouTube, blogs, etc.

### Resources

American Library Association. "Code of Ethics of the American Library Association". <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

## Clayton State University Library

Clayton State University Student Code of Conduct

<http://www.clayton.edu/Portals/47/docs/SCC%202014-15-Final%209-14.pdf>

Clayton State University Social Media Guidelines

<http://www.clayton.edu/human-resources/Social-Media-Guidelines>

### **Compliance**

Any content found to be in violation of this policy will be removed and the originator warned. Repeat offenders will be banned or blocked from Library social media sites and may be subject to disciplinary action in accordance with the Student Code of Conduct, the Employee Handbook, or the Faculty Handbook.