

RULES FOR THE USE OF IRONDALE PUBLIC LIBRARY ONLINE SERVICES AND SOCIAL MEDIA

Overview

Irondale Public Library has established social media sites primarily to inform users in the City of Irondale and surrounding areas about programs, resources, and events, held at the Irondale Public Library. Library social media sites include any online service, site, web application, or account created and maintained by Irondale Public Library or its agents, which permit users to communicate with other users through postings. They include but are not limited to Facebook, Instagram Twitter, Pinterest, YouTube and future social media sites not currently in use. The Irondale Public Library social media policy applies to all users of the Irondale Public Library social media sites.

As a user of IPL's "Online Services" or content management system you confirm that you have read, understand and agree to these rules, IPL's Terms and Conditions of use for "Online Services" and you agree to the terms of IPL's Online Services Privacy Policy. If you do not agree, do not use IPL's online services, or if you are already using IPL's online services and have not read the terms of IPL's Online Services Privacy Policy, **please stop immediately.**

ONLINE SERVICES/WEBSITE PRIVACY POLICY

Users should have no expectation of privacy in postings on IPL sponsored social media sites. By using these sites, users consent to IPL's right to access, monitor and read any postings on the sites.

Third party websites also have their own privacy policies, which apply to all users of the IPL social sites.

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

We do not use "persistent" web cookies. Persistent web cookies are defined as web cookies that can track the activities of users over time and across different web sites.

Session cookies, the kind used on this site, automatically expire when users leave a site. Session cookies retain information only during the session or for the purpose of completing a particular online transaction, without any capacity to track users over time and across different web sites.

Emails and Web Forms

Personally identifying information that you provide by email and/or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information or products to you, process your application, or to respond to your questions or comments. If you provide contact information, IPL staff or its contractors may contact you to clarify your comment or question, or to learn about your level of customer satisfaction with our services.

IPL conducts promotional campaigns to inform the community of our services. We regularly send emails to patrons regarding events of our local libraries. We may conduct online fundraising campaigns and may use patron email or postal address for those mailings also. **We do not sell any personal information to third parties.**

Information Collected Only and Stored Automatically

IPL will gather and store certain information about your visit automatically. This information does not identify you personally. We automatically collect and store only the following information about your visit:

1. The Internet domain (for example, "xcompany.com" if you use a private Internet access account, or "your school.edu" if you connect from a university) and IP address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the Web) from which you access our web site;
2. The type of browser and operating system used to access our site;
3. The date and time you access our site;
4. The pages you visit and how long you visited each page; and
5. If you linked to the IPL web site from another web site, the address of that web site.

We use this information to help us make our site more useful to visitors and to learn about the number of visitors to our site and the types of technology our visitors use. We do not track or record information about individuals and their visits.

Links to Other Sites

Our policy discloses the privacy practices for the IPL website. But IPL provides links to other websites. When you leave the IPL website, you will go to sites outside our control. These external sites may send their own cookies to users, collect data, or solicit personal information. The privacy policies and procedures described here for IPL do not apply to any external links. We encourage you to read the privacy policies of any site you link to from ours, especially if you share any personal information. Be informed. You are the person best qualified to protect your own privacy.

Security

For site security purposes and to ensure that this service remains available to all users, Irondale Public Library uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information or otherwise cause damage.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and 18 U.S.C. Sec. 1001 and 1030. Information also may be used for authorized law enforcement investigations. Except for the above purposes, no other attempts are made to identify individual users or their usage habits.

Any user who feels that a posted message is objectionable should contact IPL directly by sending an email to Librarian@IrondaleLibrary.org

Copyright and Sharing

Users will make every attempt to protect copyrighted or other intellectual property rights. Proper credit needs to be given to all referenced sources.

You agree that you will not upload, post, email or otherwise transmit any material that may infringe any person or entity's intellectual property rights (including patents, trademarks, trade secrets, copyright or other intellectual or other property right).

You agree not to upload, post, email or otherwise transmit any material which (a) is defamatory, libelous, disruptive, threatening, invasive of a person's privacy, harmful, abusive, harassing, obscene, hateful, or racially, ethnically or otherwise objectionable; or that otherwise violates any law, (b) contains software viruses or any other computer codes, files or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment, (c) may infringe any person or entity's intellectual property rights (including patents, trademarks, trade secrets, copyright or other intellectual or other property right).

By posting any material, you confirm, represent and warrant that you have the lawful right to distribute and reproduce such material.

Ownership

By posting on IPL's social media sites, users give IPL permission to use their name, profile picture, and the content of any posting users make without compensation to them or liability on the part of the IPL. This permission ends when users delete their posting.

You will not impersonate any person or entity or otherwise misrepresent your affiliation with a person or entity. You agree not to repeatedly post the same or similar message

("flooding") or post excessively large or inappropriate images. Without IPL's written permission you will not distribute or publish unsolicited promotions, advertising or solicitations for funds, goods or services, including but not limited to, junk mail, spam and chain letters.

Postings to Online Services become public information. You should be very careful about posting personally identifiable information such as your name, address, telephone number or email address. If you post personal information online, you may receive unsolicited messages from other users in return.

IPL reserves the right to issue warnings, suspend or terminate the registration of users who refuse to comply with these rules. IPL may modify these rules from time to time and such modifications will be effective and binding on you when posted online.

You will remain solely liable for the content of any messages or other information you upload or transmit.

Outreach

IPL does not mine content from its affiliated sites and groups. IPL may repost social media content where beneficial for the network. IPL may send outreach communications to other Jefferson County Library Cooperative member libraries to post and share events on their own social media sites. IPL may use its social media sites to inform library users of legislation being considered at the state or federal level.

By using IPL's Online Services, you grant IPL the royalty-free, perpetual, irrevocable, non-exclusive and fully sub licensable right and license to use, reproduce, modify, edit, adapt, publish, translate, create derivative works from, distribute, perform, display and remove the content you post to publicly accessible areas of the IPL site.

IPL may investigate any reported violation of its policies or complaints and take any action that it deems appropriate. Such action may include, but is not limited to, issuing warnings, removing posted content and/or reporting any activity that is suspected violates any law or regulation to appropriate law enforcement officials, regulators, or other third parties.

Recognizing the global reach of the internet, you agree to comply with all local rules regarding online conduct and acceptable content.

We take precautions with customer information and personal data, however, we do not accept responsibility for any loss or damage resulting from any security breaches that may occur.

Monitoring

The IPL reserves the right to monitor content before it is posted on all of its social media sites and to remove any messages, tags or postings that it deems to be abusive, defamatory, in violation of copyright, or otherwise inappropriate for the service. The IPL does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of social media sites.

IPL's Online Services are not actively monitored and IPL is not responsible for the content of any messages that are posted. IPL has the right, but not the obligation, to monitor any activity and content associated with the Online Services. IPL does not vouch for or warrant the accuracy, completeness, or usefulness of any message. The messages express the views of the author of the message, not the views of IPL. IPL reserves the right, in its sole discretion, to edit, delete, or refuse to post any message or thread for any reason whatsoever.

Affiliated Groups

The IPL Director, Associate Director, and selected staff, have administrative privileges for those affiliated pages, accounts or posts, bearing IPL's logo or trademark.

Adopted by the Irondale Public Library Board of Trustees on 30 September 2020.