



# Mary and John Gray Library

Mary & John Gray Library  
Lamar University  
Social Media Policy

In accordance with the Mary and John Gray Library's [mission](#), the library will create and maintain an active presence in a variety of social networking software applications to facilitate access to information resources and strengthen the research process. Social networking software may be defined as any digital media that allow users to share information and ideas with one another. The forms of social media include, but are not limited to, blogs, social networking sites, wikis, and message boards. These tools further the library's mission by providing greater access to the library for all members of the Lamar University community and creating a collegial environment where library staff and community members can interact without physical restrictions.

In accordance with the spirit of social media and the library's mission of facilitating access to scholarly information in all forms, the library is committed to providing a welcoming environment promoting open exchange of ideas, scholarly partnerships and innovative research. Comments, questions, and posts are welcomed and encouraged on the library's social websites provided they are expressed in a courteous manner. All content on our social websites will be monitored regularly and the following will be removed:

- Comments totally unrelated to the purpose of the forum
- Obscene, racist or similarly objectionable content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copyrighted material
- Private, personal information published without consent
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Photos, video or other media that fall in any of the above categories. (Adapted from the Washoe County Library System and Brantford Public Library Policies)

By participating in our social media, the user agrees that neither the Mary and John Gray Library nor Lamar University will be held responsible or liable, under any circumstances and in any way, for any damage of any kind incurred through the use of or related to any posted content. Content posted on the various social networks does not necessarily reflect the views of the library or Lamar University. Users must agree to comply with the policies of any third party platforms which host the library's social media.

The Mary and John Gray Library reserves the rights to edit submissions for space or content while retaining the initial intent of the posting. The library also maintains the right to reproduce comments, posts, and messages in other public venues. Identifying information will be limited to a first name or other appropriate user name, unless the user grants prior approval for further identification. Any use or reproduction of Lamar University trademarks, logos or symbols shall comply with Lamar University's [licensing policy](#).

Social media sites will be administrated by library staff and student workers and monitored on a daily basis. Administrators are responsible for adding appropriate and timely content, encouraging interaction with and among users, and monitoring posted content. Administrators maintain the right to remove any objectionable content as outlined above. Administrators will notify the person who posted the material the reason for the deletion and invite the user to post other material that comply with the library guidelines. Administrators will respond as quickly as possible to questions, criticism and inaccurate information. However such posts should not be deleted unless clearly offensive. Administrators must maintain a professional and objective tone when representing the library in their duties, and will refrain from engaging in personal attacks, inappropriate comments, or any other objectionable content as listed above.

The library's various social media endeavors will be routinely evaluated to determine continuing value and efficiency, and to investigate ways these tools may be used to better serve the library's mission.

The Mary and John Gray library reserves the right to change the Social Media policy at any time.

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