

APACHE COUNTY LIBRARY DISTRICT

Where communities are the heart of our libraries.

Apache County Library District Social Media Community Guidelines and Appeal Process

Intent

Apache County Library District uses Social Media to inform library users about services, programs, online resources, and library materials, as well as community information and events, while engaging in constructive and productive conversations through a limited public forum.

Community Guidelines

By choosing to comment or post on the Library District's social media accounts you agree that we reserve the right to remove content and/or block you from the page if your posts are deemed inappropriate due to the following:

- Profane or vulgar language or content
- Content that degrades others on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Threatening or harassing posts
- Personal attacks against other public users of library social media including staff members
- False information that causes harm to an individual or organization
- Sexual content or links to sexual content
- Content that reveals private, personal information without permission (doxing)
- Inappropriate photographs, including but not limited to: photos involving alcohol, nudity, and scenes of graphic violence
- Conduct or encouragement of illegal activity
- Information that may tend to compromise the safety or security of the public or public systems
- Copyright, trademark, and intellectual property violations
- Solicitations for commerce or fundraising

We want to hear from you and appreciate your adherence to these guidelines.

If you violate one or more of these guidelines, your content may be removed, and you may be blocked from further participation on our pages. If this happens, you have the right to appeal the decision with the Library Administration Office by following the Social Media Appeal process listed next.

Appeal Process

Participants of Library District Social Media who have had their content deleted or have been prohibited from participating on a Library social media page may submit a formal petition to the Apache County Library District Director's office to have the decision reviewed. To do this, the participant must do the following:

- Submit in writing via email or traditional mail an explanation as to why their content does not violate the Library District Social Media Community Guidelines
- Email petitions should be sent to: knielsen@apachecountyaz.gov
- Mailed petitions should be addressed to:

**Keirsten Nielsen, Director
Apache County Library District
PO Box 2760
St. Johns, AZ 85936**

Upon receipt, the director will review the appeal and provide a response via email or traditional mail within 5-7 business days. The director may confer with other library staff, including the County attorney's office, before making a final decision.

If the appeal is upheld, the participant will have to repost the deleted content.