

## **Social Media Comment and Posting Policy**

### **Moderation of Third-Party Content**

The Gridley Public Library District (GPLD) does not necessarily endorse, support, sanction, encourage, verify or agree with third-party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any social media account. Our social media accounts serve as a limited public forum and all content published is subject to preservation and disclosure in accordance with state public record law. User-generated posts may be rejected or removed if the content:

- Contains obscenity
- Incites or promotes violence or illegal activities
- Contains spam or links to malware
- Promotes illegal discrimination (e.g., housing discrimination)
- Contains actual defamation
- Uses the copyrighted work of another

We do not allow information intended to compromise the safety or security of the public or public systems. You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.

The GPLD Director or his or her designee reserves the right to deny access to any/all of our social media sites for any individual who repeatedly violates this policy or applicable laws, at any time and without prior notice. Further, GPLD reserves the right to amend this policy at any time, without notice.

### **Retention**

Any communications sent to or received by the GPLD and its employees via social media may be subject to our retention and disclosure requirements. We are required to comply with the Freedom of Information Act (FOIA) to ensure government is open and that the public has access to public records and information of which our agency is the custodian. These retention requirements apply regardless of the form of the record (e.g. digital text, photos, audio, and video). To that end, we automatically collect and store all information posted on this agency social media account. All information posted on this account may be subject to public disclosure under FOIA, even if it has been deleted. The department maintaining an account shall preserve records pursuant to a relevant records retention schedule.

### **Emergency Postings**

Social media accounts are not monitored 24/7. If there is an emergency, contact 911.

**Approved: January 15, 2026**