

ALL-SIS SOCIAL MEDIA POLICY

APPROVED BY THE ALL-SIS BOARD IN 2017.

About

This is the policy for social media use on behalf of the American Association of Law Libraries Academic Law Libraries Special Interest Section (ALL-SIS).

- **Scope.** This policy applies to all administrators of ALL-SIS social media accounts and any and all posts published therein.
- **Definition.** Social Media is defined as any web site or application that enables individuals to post and share content that others can view and also share. Social Media tools include, but are not limited to, social-networking sites, social sharing sites, social bookmarking, microblogging tools, [wikis](#), and [blogs](#), among other tools.
- **Background.** This policy was developed by the ALL-SIS Social Media Committee (SMC) in 2016-17 and approved by the ALL-SIS Board. This policy is based on the 2013 social media policy of the American Association of Law Libraries, archived at <https://perma.cc/YS35-E6UR>. Contact the Chair of the SMC with questions about this policy.

Social Media Guidelines

The prevalence of Social Media has blurred the lines between public and private, personal and professional. We expect all who participate in social media on behalf of ALL-SIS to understand and follow this policy. This policy only applies to the extent that ALL-SIS members are using social media to promote ALL-SIS, its events, programs, or publications in a public forum.

1. If you publish content related to ALL-SIS, you need to ensure that the content is not proprietary or confidential to ALL-SIS. Ask permission to publish or report on conversations that are meant to be private or internal to ALL-SIS.
2. If you see misrepresentations made about ALL-SIS, contact a member of the Social Media committee. They will work with the leadership of ALL-SIS to get inaccurate content about the Association corrected. Be the first to correct your own mistakes, and do not alter previous posts without indicating that you have done so. ALL-SIS social media administrators have the right of final review if posts contain questionable content.
3. Accurately attribute material that is not your own. Respect copyright, fair use and financial disclosure laws.

Social Media Guidelines (continued)

4. If you are responsible for posting to Social Media on behalf of ALL-SIS, make your scheduled posts in a timely fashion. How often posts are made, and how current they must be, should be agreed upon when anyone takes on the duty of posting to Social Media for ALL-SIS.
5. Make sure it is easy for people to contact you by providing your email or phone number should viewers wish to connect with ALL-SIS.
6. Posting relevant images especially as relates to postings of other ALL-SIS committees, and standard ALL-SIS events or activities such as a request for grant applicants are encouraged and preferred
7. If designated hash tags or other social media indicators have been agreed upon with respect to a particular event or publication, be sure to use them as designated. As a courtesy, also use any other hashtags or other social media indicators designated by AALL for particular events or publications. The following hash tags are considered standard and should be used as indicated:
 - a. For the AALL Annual Meeting: #ALLSIS Year
 - b. For publication of the ALL-SIS newsletter: #ALLSIS #newsletter
 - c. For publicizing new posts on the ALL-SIS What's New blog: #AALLSIS #whatsnew #blog
 - d. For publicizing matters related to grants from ALL-SIS: #ALLSIS #grant