

## Social Media Working Group Meeting

April 14, 2016

Library 106

1:00 – 2:00pm

1. Welcome/ Agenda
2. University Policies
  - Guest speakers: Jeff Schrader and JoAnn Jacoby
  - Resources
    - Current library photo policy:  
[http://www.library.illinois.edu/administration/services/policies/permission\\_film.html](http://www.library.illinois.edu/administration/services/policies/permission_film.html)
    - Talent release forms:  
<http://publicaffairs.illinois.edu/resources/forms.html>
  - Campus requires a talent release form whenever someone takes a photo of a library patron who is recognizable in the photo, and there is a separate form for minors. The purpose is for patron privacy.
  - The current policy doesn't specify who is taking the photo (staff vs. the public).
  - Although the policy currently says that all staff and the public need permission from Jeff or JoAnn and the head of the department where the photo is being taken, the policy will be amended soon. The co-chairs of the group will write a new version of the policy soon to gain consistency amongst units. It was suggested that we share the updated policy with the entire library.
  - As of now, follow these guidelines for taking a photo in the library:
    - If you are a GA: get permission from your supervisor to take photos in your library. If taking a photo in another department, ask that department head for permission.
    - If you are a unit head: you do not need to obtain permission from Jeff or JoAnn to take a photo.
    - Everyone: if you are planning a photo shoot or video recording, please contact Jeff Schrader to obtain permission to do so. If you are taking photos of patrons where they will be recognizable, please have them fill out talent release forms.
  - If patrons are taking photos in your own department, it will be your call whether or not you stop them. Please take into consideration if the patron in question is taking photos of staff or of other patrons and what the patron will do with the photo.
  - You can put up a sign in the entrance to a library/room informing patrons that you will be taking photos/filming.
  - File management

- Jeff will be archiving all photo requests made to him through email. As a safety measure, departments can save photo copies of the talent release forms however they see fit.
  - Privacy policies
    - Karen Hogenboom is the chair of the privacy policy team, and it might be useful to take a look at the 25 privacy policies that are currently on the library's website.
  - Illinois Style Guide and publishing standards:
    - <http://identitystandards.illinois.edu/writingstyleguide/>
    - Units should follow these standards.
    - UIUC is not recommended for use by the University, and all departments will need to change their social media accounts to reflect this shift away from UIUC towards Illinois/ U of I. Please see the link above for clarification.
  - Emergency procedures
    - Could post about getting connected with Illini Alert or maybe Tornado Awareness Week
    - Posting about emergency procedures when an emergency isn't happening could cause panic
3. Organization
- Please add your supervisor's name to the Wiki Contact Info page.
    - <https://wiki.cites.illinois.edu/wiki/display/libemployees/Contacts>
  - Next meeting will be about creating a shared policies/procedures document and a template for all departments.
  - Contracts
    - An option for responsibilities
    - See example in the Wiki for the University Library
4. Other
- Workshop will be Monday April 25<sup>th</sup> from 2-3pm in Room 106 of the Main Library
  - Please use the shared calendar so we can help promote your events/ news!
    - <https://wiki.cites.illinois.edu/wiki/display/libemployees/Shared+Calendar>

Submitted by Emily Hardesty April 14<sup>th</sup>, 2016