



## LIBS-OR User Guidelines

### Description

LIBS-OR is a forum for sharing information about the Oregon library community. The service is provided by the State Library of Oregon, and is not affiliated with the Oregon Library Association.

LIBS-OR is a space for expressing diverse opinions and ideas that include fundamental respect for the rights, dignity, and value of all persons. These guidelines are in place to foster diverse and frank dialogue, mutual respect, and a sense of community among all LIBS-OR subscribers.

The State Library does not actively monitor LIBS-OR messages before they are posted by subscribers. In order to preserve a climate that encourages both open and fruitful dialogue, the State Library reserves the right to suspend or terminate membership for subscribers who violate the guidelines listed below. Please direct questions about the guidelines to Arlene Weible, LIBS-OR lead administrator, at [arlene.weible@state.or.us](mailto:arlene.weible@state.or.us).

All messages posted to this forum are subject to public record request under Oregon law ([ORS 192.410 – 192.505](#)).

### Guidelines

- Messages should ask/answer questions or share information about issues of interest to the library community.
- Soliciting advice, suggestions, or answering questions about quality or usefulness of products for library-related tasks or services is acceptable.
- Messages marketing products or services for the purpose of commercial gain are not allowed.
- Messages may be posted by subscribed members only. Administrators may post messages from non-members if they are library-related and of interest to the Oregon library community.
- Messages including defamatory, abusive, threatening, or illegal materials or language are prohibited.
- Public employees who post to LIBS-OR should follow the guidelines outlined in the [Restrictions on Political Campaigning for Public Employees Manual](#). Messages with information about library-related political campaigns, candidates for public office,

or local or state ballot measures should strive to be impartial and convey factual information. Examples include:

- Instructions on when and where to vote
- Where to go to get further information
- Information that is factually balanced, i.e. does not explicitly urge a yes or no vote, or does not urge support for or against a particular candidate
- Information about legislative issues that are of interest to the library community such as State Library funding, Ready to Read grant funding, intellectual freedom legislation, etc.

## Guideline violations

If LIBS-OR administrators observe a violation of the guidelines, or receive a complaint about an alleged violation, they will initiate the following review process:

- LIBS-OR administrators will send an acknowledgement of receipt of a complaint to the sender.
- LIBS-OR administrators, in consultation with State Library management, will assess whether a violation has taken place and determine a course of action.
- LIBS-OR administrators will communicate about the course of action with appropriate parties.
- If the parties wish to appeal the recommended course of action, they may address their concerns to the State Librarian.
- The State Librarian may consult other parties as needed before making a final determination on a course of action.
- The State Librarian will communicate the final determination with appropriate parties.

Last updated: 3-9-2020