

# Social Media Policy

## Oklahoma Archivists Association

Last Updated: Spring 2018, Bailey Hoffner – Information Officer

### **Post Submission Guidelines**

Any information relevant to the work of the Oklahoma Archivists Association (OAA) may be submitted for distribution through the OAA blog and OAA Facebook page. This might include grant announcements, workshop information, project updates, etc.

All submissions are subject to approval.

Please keep in mind the mission of OAA when submitting content:

*The Oklahoma Archivists Association seeks to promote networking and education for archives professionals, students and record keepers by providing access to professional resources and creating a system of communication and support among archives, libraries, museums and other record keeping entities across the state. The Association exists to support preservation and sharing of cultural heritage resources for educational and entertainment purposes in the state of Oklahoma.*

If you still aren't sure if your post is relevant, feel free to email [okla.archives@gmail.com](mailto:okla.archives@gmail.com).

Submissions may be made at any time and dates for distribution may be requested, though they are not guaranteed. Priority will be given to posts submitted at least one week in advance of requested post date.

Submissions must include:

- An appropriate title
- Author name/s
- Clean and well-crafted copy – please proofread before submitting!
- Any relevant dates and/or contact information
- At least one relevant photograph/image

### **Commenting Policy**

The Oklahoma Archivists Association website and Facebook page were each created as a place for discussions and updates related to archives, libraries, museums and other record

keeping entities across the state, and the sharing of cultural heritage resources for educational and entertainment purposes in Oklahoma.

We encourage the expression of opinions and discussions of those topics.

The Oklahoma Archivists Association reserves the right to moderate any and all comments. Comments will be removed if they meet any of the following criteria:

- Profanity, hate speech, and offensive or inappropriate language.
- Personal attacks on other users or the Oklahoma Archivists Association members.
- Posts containing illegal activity, spam, or copyright/trademark infringement.
- Posts containing advertisements or solicitations, will be deleted.
- Off-topic posts inappropriate for this forum.
- The Oklahoma Archivists Association reserves the right, at its discretion, to remove any post or to revoke a user's privilege to post to its page.
- Comments posted by others do not reflect the opinions of the Oklahoma Archivists Association.

This Facebook policy is subject to change at the discretion of the Oklahoma Archivists Association.