

OSHTEMO CHARTER TOWNSHIP
MEDIA COMMUNITY GUIDELINES

Oshtemo Charter Township provides information to the Public through many digital outlets including Facebook, LinkedIn, and NextDoor, as well as other networking sites. Media, networking use by the Township is intended to extend traditional channels to disseminate information to Township residents, businesses, community leaders and other interested persons.

The Township Media efforts are directed primarily at providing information to the public. However, the Township does welcome input from the public through:

- Mail: 7275 W. Main Street, Kalamazoo, Michigan 49009
- Email: oshtemo@oshtemo.org
- Telephone: 269-375-4260
- Office visits by appointment

In addition, the Township has a drop-off box through which it would be happy to receive any comments from the public.

Where a networking site does allow for public comment, the Township needs to manage Township content responsibly. Therefore, when engaging with the Township through Media, you agree to the following Township Media Customer Use Policies.

1. **Township Media Customer Use Policy**

When engaging with the Township on media, networking sites, you are subject to this Customer Policy. Content (photos, videos, etc.) you share with or post to official Township pages are subject to this Policy. Content shared may be used by the owners of the host site for their own purposes according to the site specific. The Township encourages the public to review this Policy prior to engaging with the Township on Township specific media, networking sites so they fully understand their rights and responsibilities.

2. **User-Generated Content**

The public is encouraged to share content, including photographs and ideas with Township media, networking sites. Content and comments shared should adhere to the standards outlined in this Consumers Use Policy, and should follow all copyright and trademark laws.

3. **Customer Use Policy**

Comments and content posted to Township maintained media, networking sites is reviewed by the Township. While content and comments will not be edited, the Township reserves the right to remove user-generated content or comments if they violate the below criteria:

- The use of obscene, threatening, discriminatory or harassing language.
- Personal attacks on individuals or groups that contains offensive content or language which target racial, ethnic, or religious groups, gender, sexual orientation or disability status.
- Disclosure of information which is confidential by law or regulation.
- Comments advocating illegal activity or posts violating copyrights or trademarks.
- Advertisement or promotion of commercial products, services, entities or individuals.
- Endorsement or opposition of any person campaigning for election to a political office or promoting or opposing any ballot proposition.
- Posting any content that is directed to, or names, a Township employee. Any communication with Township employees on issues under department jurisdiction will be conducted via email or the phone.
- Spamming, trolling or making duplicative comments by the same user or multiple users.
- Sharing fake or discrediting content that is not factual.

Content removed from Township media, networking accounts is archived according to the Township media, networking content archiving practices. The maintenance of these records in either electronic or print format is the responsibility of the department managing the specified media, networking account.

4. **Freedom of Information Act (FOIA)**

Township generated-content posted in third-party media, networking sites or on public servers becomes part of the public domain upon posting. With limited exceptions, such content is therefore not exempt from FOIA requests. FOIA requests should be submitted through official Township FOIA request processes.

5. **Disclaimer**

Township media, networking content posts may include content or hypertext links to information created and maintained by other public or private sources. The Township does not endorse third-party content and does not control nor guarantee the accuracy of completeness of information contained in external content or hypertext links linking to or from third-party websites.