

Tennessee Council for Professional Archaeology - Social Media Policies and Guidelines

ACCESS:

- The current President, President-Elect, Secretary-Treasurer, and Social Media Committee chair should have Administrative access to the TCPA Facebook page. Administrative access on Facebook grants users the ability to monitor and respond to Instagram comments and private messages as well.
- Any member of the TCPA Board or Social Media Committee may be granted Editor access to the TCPA Facebook page and/or posting access to the Instagram page upon request. Editor access will allow users to post on the Facebook page and respond to comments and private messages.
- Other TCPA members in good standing may request editor access to the TCPA Facebook page for specific reasons, such as creating/managing an event page or the 30 Days Blog. The Social Media Committee, including current TCPA President, will vote on granting access.
- Intentional violation of social media policies will result in a vote by the Social Media Committee, including current TCPA President, on whether to withdraw access.

GOALS:

- To share information about Tennessee Archaeology in the furtherance of TCPA's stated organizational goals
- To share opportunities for archaeological employment, volunteering, professional development, meetings/gatherings, and education with TCPA members and interested citizens
- To drive TCPA membership and engagement

POLICIES:

These policies apply to the text of posts as well as articles, blogs (including 30 Days blogs), and the content of any links posted on the TCPA Social Media pages:

- Posts, comments, and private messages may not include sensitive locations of archaeological sites or human burials.
- Posts, comments, and private messages may not include photos of Native American human remains or burial artifacts, whether intact or post-excavation.
- Posts, comments, and private messages may not specifically endorse private archaeological contracting companies; this does not include announcements of private companies' participation in TCPA events such as Archaeology Day.
- TCPA does not appraise artifacts, confirm authenticity for the purpose of buying/selling artifacts or in any other way advise on the buying/selling of artifacts. Requests for these services via social media posts, comments, and private messages will be refused.
- Relevant archaeological or closely-related job opportunities may be shared on request.
- Posts, comments, and private messages may not be harassing, threatening, violent, sexual, or vulgar in nature.
- Social Media Committee members should periodically monitor TCPA social media pages for public comments that are harassing, threatening, violent, sexual, or vulgar in nature.
- Any TCPA Facebook page administrator or editor can hide Facebook or Instagram comments that potentially violate these policies from public view until they are reviewed by the Social Media Committee.
- Deleting comments or blocking specific users will be determined by a vote from the Social Media Committee, including current TCPA President.

GUIDELINES

- Before posting, check to be sure you are not duplicating a post
- Read articles and peruse links prior to posting to be sure they do not contain content that violates posting policies
- T CPA responses to messages and comments should, when possible, encourage engagement and interest in Tennessee Archaeology
- Private messages on Facebook and Instagram should be replied to within a reasonable amount of time. Common sense should be used in determining whether a reply is warranted.

These policies and guidelines are based on options and social media available as of September 2019. They may be revised as options and technology evolve.