

## **East Providence Public Library Social Media Posting Policy**

In accordance with the City of East Providence's Social Use Media Policy, all social media posts must be scheduled and approved before posting. Posts will be approved by Michelle Perry, Public Services Librarian, the Library's Authorized Social Media User as appointed by the Library Director.

In the event that a social media site does not provide users with scheduling features (e.g., Instagram), library staff must have Michelle review the post before it is released. This same policy applies to all shared content.

If Michelle is on vacation or otherwise absent for an extended period of time, another Authorized Social Media User will be temporarily appointed.