

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

In accordance with the City of East Providence's Social Use Media Policy, all Facebook and Twitter posts must be scheduled and approved before posting. Posts will be approved by Catherine Damiani, the Library's Authorized Social Media User appointed by Director of Library Services Eileen Socha.

In the event that a social media site does not provide users with scheduling features (i.e. Instagram), library staff must have Catherine proofread the post before the content is posted. This same policy will apply to shared content and retweets.

If Catherine is on vacation or otherwise away from the library for an extended period of time, she will appoint a Librarian to approve postings in her absence.