

OP-13	COMMUNICATIONS PROTOCOL		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To provide guidance on how the Library will communicate with the public, media, governments and other organizations.

2. SCOPE

This policy applies to all Library Board trustees, the Chief Librarian, and Library employees.

3. DEFINITIONS

Nil.

4. COMMUNICATIONS STRATEGY

- a. The Library shall implement and maintain a communications strategy to guide its internal and external communications.
- b. The communications strategy will ensure that the Library Board, the Chief Librarian, and Library employees utilize consistent communication protocols to best support the Library as an organization.
- c. The Library Board will review the communications strategy on an annual basis.

RELATED POLICIES

- VS-03 Protection of Privacy
- OP-06 Programs & Outreach
- OP-15 Social Media