

**Metro Kalyn Community Library**

General Library Administration  
Information Control Policy  
(Mail Pick-Up Policy)  
Index Code: C-10  
Adopted: Apr. 19, 1994

**PURPOSE**

The purpose of a Mail Pick-up Policy is to define procedures and policies for the dissemination and control of information directed to Metro Kalyn Community Library.

**DISTRIBUTION OF INFORMATION**

Distribution of information may be divided in to the following categories:

1. Correspondence (information) received by the Library.
2. Correspondence (information) sent out by the Library.

**CORRESPONDENCE (INFORMATION) RECEIVED BY THE LIBRARY**

1. All correspondence addressed to the Library will be received at the Library mail box or bag and picked up by authorized personnel, unless delivered to the Library by a courier.
2. All correspondence will be taken directly to the Library for distribution and/or processing.
3. All correspondence is opened by the authorized personnel.
4. Correspondence directed to the Chairman, Library Manager, Treasurer, or Secretary will be directed to that position rather than by name.
5. Should correspondence be received which requires immediate attention or attention before the next Board meeting the person processing the correspondence will advise the party whose responsibility it is to action the correspondence, i.e. bills and financial statements etc. -the Treasurer; grant applications-the Chairman, and so on.

**CORRESPONDENCE (INFORMATION) SENT OUT BY THE LIBRARY**

1. All correspondence using the Library letterhead requires at least one file copy.

Reviewed: March 2020

Date for Review: March 2025