

## **Anonymous Communications Policy**

The Library Board of Trustees is genuinely interested in communication from the public and the Newington community with respect to the library and its function. However, information that is received anonymously lacks basis for verification, and honoring such correspondence may only serve to encourage irresponsible claims, accusations, and unsubstantiated gossip. Accordingly, anonymous correspondence will not be entered into any record and may be destroyed upon receipt by the director or the Library Board of Trustees, with the single exception as follows:

In the event that the communication raises a question of the immediate safety of any person, persons or property, such information should be shared immediately with the director and/ or the Library Board of Trustees, who will make a determination whether to relay the information to law enforcement for investigation. Examples of such information include bomb or fire threats, threats of bodily harm against a person or persons, information regarding child abuse or molestation, etc. In the event that investigation is undertaken, any persons directly related will be advised of the nature of the anonymous information, as permitted by law.

Reviewed and approved by the board of trustees June 20, 2019