

<p style="text-align: center;"><b>Cromaine District Library Policy</b></p>	<p>Policy #: 8014</p>
<p style="text-align: center;"><i>RESPONSE TO CORRESPONDENCE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 7/15/99</p>

**Purpose**

To acknowledge receipt of, and express appreciation for, letters written to the Cromaine District Library Board.

**Scope**

This policy applies to letters received by members of the Cromaine District Library Board.

**Description**

When a letter is received by a member of the Board of Trustees, notice shall be given to the Secretary of the Board, who shall prepare a response to thank the writer. The response shall be given to the President of the Board for signature at the next meeting. (The Secretary shall respond, if possible, within one month of receipt of the letter.)