

## Mail

Mail arriving at the North Babylon Public Library that reasonably appears to be business mail intended for the library, may be opened by any authorized library employee, even if it is addressed to some other specific employee or former employee. By accepting employment, an employee grants permission to the library to open mail in accordance with the foregoing, and that the permission continues throughout the employment and after it ends.

Employees are strongly encouraged not to receive personal mail at the library.

Approved by the Board of Trustees  
September 21, 2004  
August 16, 2016