

**Latah County Library District
Administrative Policy
Approved December 2004
Revised March 2010
Policy reviewed annually**

2.0 GENERAL POLICIES

2.1 District provided e-mail account

Each staff person is given an e-mail account upon hire. The account is to be used for work purposes only.

Each Board member will be provided an e-mail account upon request.

Messages sent to or received by LCLD e-mail accounts are public records subject to disclosure.