



Board Policy Anonymous Communications

Anonymous Communications

The purpose of this policy is to establish protocol and decorum regarding anonymous communications submitted to the Vancouver Island Regional Library (VIRL) Board of Trustees or VIRL staff. This policy applies to anonymous communications received by members of the VIRL Board of Trustees or VIRL staff, regardless of delivery method (email, fax, letter, phone, etc.)

Communications submitted anonymously will not be circulated to the Board of Trustees, nor will it be placed on a Board or Executive Committee meeting agenda.

Anonymous communications received by VIRL will be destroyed, except when the communication is a request for information in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA), or if it directly pertains to public health and safety.

Anonymous complaints will not be investigated unless potential safety, liability or health issues are raised. Determination will be made by the Executive Director and Board Chair, as required.

Adoption History

ADOPTED BY:	DATE:
VIRL Board of Trustees	November 25, 2017
DATE OF NEXT REVIEW: 2022	REVIEW CYCLE: 5 years