

Oscoda County Library Mail/Package Policy

1. All magazines shall be processed by the staff member who gets the daily mail.
2. The newspaper shall be processed by the staff member who gets the daily mail.
3. The library director is the sole employee responsible for opening all mail and/or packages.

In the event the library director is absent from work, all mail shall be held until her return. Mail shall be placed on the bottom shelf (below MeLCat material) of the first book case in the workroom, for the library director to pick up upon her return. Library employees shall date and initial all incoming mail to the left of the library's address. Packages shall have the date and employee initials on the address label, to the left of the library's address.