How to Request a Policy Not Publicly Posted on the Library Website

Brandywine Community Library
Policy Updated: 2/13/25

Most of the library policies are posted on the library's website. If you wish to locate a policy that is not available on the website you may request to view the policy in the library. Your request must be made in writing and directed to the Brandywine Community Library Board of Trustees.

Your written request needs to specify:

- the policy being requested,
- the date of the request
- who is requesting the policy and
- why the policy is being requested; the purpose of the request
- contact information for follow up

Your written request will be shared and reviewed at the board of trustee's next meeting. The board of trustees has the final decision on whether to grant access to the requested information and how sensitive information may be handled and protected.

A board member will follow up with a response in writing within 7 business days of the meeting where the request was reviewed.