

Thomas Memorial Library
Policy Manual
Service Policy

Rationale:

Thomas Memorial Library will provide a variety of materials to patrons of all ages that meet high standards in content, expression and format. Through its book selection policy, the library strives to develop an extensive, comprehensive and cosmopolitan collection. Library materials will be selected based on interest, information and enlightenment value for all members of the community. Every reasonable effort will be made to represent all points of view concerning problems and issues of our time.

The library will attempt to balance materials that enrich the quality of thought and expression with those that meet popular demand, subject to the limitations of the budget.

Services of the Thomas Memorial Library will be:

1. To select and organize books and materials to meet the community needs as outlined above.
2. To provide guidance and assistance to library users.
3. To provide a variety of programs, exhibits, book lists and other informational brochures to promote the library and its collection.
4. To lend library materials of various kinds to patrons for the established loan periods.
5. To provide access during the best hours to meet community needs.
6. To cooperate with other community agencies and organizations to develop broad range programming.
7. To expand the library's own resources by providing interlibrary loan and information referral services.
8. To lend materials to other libraries, as requested.
9. To cooperate with local schools in establishing temporary reserve collections.
10. To provide reader's advisory and delivery services to shut-in patrons.
11. To provide the public with personal computers in the library.
12. To provide reference and reader's advisory services.
13. To provide rotating large print and video collections.
14. To provide photocopiers.
15. To provide bibliographic instruction.
16. To provide designated spaces for study, recreational reading and programming.