

7. LIBRARY SERVICES POLICY:

- A. Library services will be provided during the hours which best meet the needs of the community. School housed Libraries operated by the Board shall be open as set out in Schedule A of the County of St. Paul No. 19 Library Board Bylaw. These hours may be changed at the discretion of the Board.
- B. Each Library will initiate programs to stimulate the use of their Library materials for the enlightenment of people of all ages. This may be done through publicity, displays and exhibits, story hours, book talks, summer programs, special programs, films and other appropriate means, either in the Library or in conjunction with community organizations.
- C. The Library staff will provide guidance and assistance to enable people to find the information they seek.
- D. Each Library will cooperate with other community agencies and organizations to determine and meet the educational needs of the community and to assist them in their programs.
- E. Each Library accepts responsibility for securing information beyond its own resources by borrowing materials which it does not own, and which cannot be purchased, or for which the demand does not justify purchase.
- F. Each Library will loan material to other libraries as requested. However, Patrons of the owner Library have priority in the use of Library materials.
- G. Each Library will cooperate with, but cannot perform the function of School Libraries or other Institutional Libraries, which are designed primarily to meet curriculum needs.
- H. Reviews will be made of Library service to determine whether present services should be modified or new services added.
- I. As an extension, each Library will utilize the Northern Lights Library System and the Provincial Network programs to obtain those materials it cannot supply from its own collection. Each Library will adhere to the guidelines and instructions set down by Alberta Municipal Affairs, Public Library Services Branch and the Northern Lights Library System. If there is a cost associated with this service, it shall be incumbent upon the Library to cover these charges.

- J. Each Library will provide Library materials in languages other than English by utilizing the Department of Community Development, Library Services Branch. Each Library will follow and adhere to the guidelines and instructions set down by the Department.
- K. Each Library will attempt to meet the needs of persons unable to use conventional print material. Each Library will follow and adhere to the guidelines set down by the System and make staff aware of the eligibility requirements of the Patrons.

Date

Board Chairperson