

Holden Municipal Library

POLICY: Library Services

In order to meet the **Holden Municipal Library** mission and stated objectives of Holden Municipal Library, the Board of Trustees and the Chief Library Clerk will:

- ◆ Select from the whole range of available materials and organize, for easy access, those books and materials which best meet the needs of the community.
- ◆ Ensure guidance and assistance is provided to enable patrons to find the information they seek. This does not include acquiring materials for individual patrons to purchase.
- ◆ Initiate programs to stimulate the use of Library materials for the enlightenment of people of all ages.
- ◆ Accept responsibility for securing information beyond its own resources by borrowing materials which it does not own, which cannot be purchased or for which the demand does not justify purchase. Materials will be loaned to other libraries as requested.
- ◆ Recognize that no single library can meet all the demands of the community, therefore will be alert to opportunities for cooperation with other libraries or library systems to strengthen the services and resources of the Library.
- ◆ Cooperate with, but not perform the functions of, school libraries or other institutional libraries, which are designed to meet curricular or other needs.
- ◆ Endeavour to provide service during the hours which best meet the needs of the community.
- ◆ Use of Library and Services may be denied under the following circumstances:
 - ◆ Failure to return materials
 - ◆ Destruction of Library property
 - ◆ Objectionable/criminal conduct on Library premises.

Approved: November, 1987
Reviewed and amended: August, 1999