

Information Services Policy

Policy Statement

Information services at the Thornton and East Hazel Crest Public Library are some of the most vital and visible expressions of the library's purpose and are key to the library's mission to inform, entertain, and provide for the intellectual development and enrichment of the community.

Regulations

1. For the purpose of this policy, information services encompass reference and reader's advisory service to the public via direct personal assistance, instruction in the effective use of library resources and dissemination of information on anticipation of patron needs.
2. Professional and qualified personnel with appropriate training provide information services at the library.
3. Information services are available to all persons regardless of age, gender, sexual orientation, race, ethnicity, disability, language proficiency, or social or economic status.
4. All requests will be given equal consideration, and each will be answered as accurately and completely as possible. In the instance of legal, medical, investment or tax questions, the staff cannot evaluate, interpret or act as surrogate professionals.
5. Information inquiries are received in multiple forms and are answered on a first come, first served basis. The time spent by librarians on a question may vary depending on the pace of activity in the library, the number of available staff and the resources readily available. Librarians will respond to information requests as soon as possible; patrons can expect an answer or response usually within one working day if not sooner.
6. Librarians will assist patrons in placing holds to request the transfer of materials for other libraries.
7. Librarians will assist patrons with their research needs by identifying and locating resources, but time does not allow librarians to conduct research projects for the patron, to do students' homework or to create documents for patrons using the library's computing resources.
 - A. Assistance with computing resources:
 - i. Librarians shall assist patrons in accessing the internet and demonstrate the basic functions of a web browser.

- ii. Librarians shall assist patrons in the use of the library's online resources.
 - iii. Patrons are responsible for learning how to operate computing software provided by the library. Librarians can provide instructional resources for patrons to educate themselves on the use of specific software.
- B. In-depth research services. The library does not provide any fee-based research services.
- 8. Librarians respect and safeguard the patron's privacy and identity throughout the information request process. Names and identification of patrons and the transactions which occur between patrons and librarians are confidential and not discussed outside of a professional context.
 - 9. The library attempts to collect materials on a wide range of subjects but may be unable to meet every need with on-site materials. For school assignments which cannot be satisfied with the library's collection, a librarian can provide a letter indicating the reasons for the unfulfilled request.
 - 10. The library participates in consortia and networks to obtain access to information sources and services it cannot provide on its own. As part of these services, patrons can borrow print materials from other libraries to fulfill their information needs. See *Interlibrary Loan* policy.
 - 11. The library provides the opportunity for resident patrons to request materials not owned by the library through the *Purchase Order Form*. The purchase of these requests is up to the discretion of the librarian. See *Collection Development* policy.