

<p style="text-align: center;">Town Hall Library Policy Manual</p>	<p style="text-align: center;">Library Services</p>	<p>Issued: October 2004 Revised: February 2011 Revised: December 2015 Revised: February 2021</p>
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The library provides materials and resources for the information, entertainment, intellectual development and enrichment of the people of the community. The library will endeavor to:

- Select, organize, and make available books and other materials which support our Mission Statement (“The mission of the Town Hall Library is to offer all people a welcoming, accessible, and attractive gathering place conducive to learning, research, enlightenment, and enjoyment. Through innovative programming, relevant collections and responsive services, the Town Hall Library aspires to be an information-based community center which supports life-long learning and the joy of reading.”).
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, and other initiatives, which support our mission.
- Cooperate and collaborate with other community agencies and organizations with initiatives and programs, which are mutually beneficial to those entities involved.
- Secure information beyond its own resources by using ILL services and other resource sharing methods provided through the system and the state.
- Lend to other libraries upon request as our resources allow.
- Develop and provide services to patrons with special needs.
- Strive to maintain a balance in service to various age groups.
- Cooperate with, but not perform the functions of, school and other institutional libraries.
- Provide hours of service that reflects a balance between patron needs, community needs, staffing levels and Library Standards guidelines.
- Regularly review library services offered to ensure best practices in addressing community needs.
- Use appropriate media to promote use of library services.
- Provide electronic services, which support our mission.
- The director will propose a calendar for days of operation at the November board meeting for approval by the trustees. The library board will take into consideration the holiday needs of patrons and the community, as well as staffing requirements. It is the director’s responsibility to propose changes in terms of operation, subject to approval by the trustees.