

## Scope of Service Policy

**POLICY:** It is the policy of the Norfolk Public Library (NPL) to provide a scope of services, consistent with its mission, which includes an accessible collection of physical and digital materials that recognizes its two main service roles of being a popular materials library and an educational center that supports lifelong learning; that provides a welcoming environment for community interaction; and enables access to business and career information.

### DEFINITIONS:

*Commonwealth Catalogue:* a system that allows library users to locate and request library materials from across Massachusetts and have them delivered directly to their home library.

*Massachusetts Board of Library Commissioners (MBLC):* agency of state government with the statutory authority and responsibility to organize, develop, coordinate, and improve library services throughout the Commonwealth.

*Massachusetts Library System (MLS):* a state-supported collaborative, established in 2010, that provides services to about 1,600 Massachusetts libraries of all types and sizes throughout the Commonwealth.

*Mediated interlibrary loan:* borrowing and lending requests between one library to another facilitated by the MLS Resource Sharing staff on behalf of its member libraries in order to borrow items outside of the Commonwealth Catalogue. This does not refer to items shared within networks or via the Commonwealth Catalog, or point-to-point sharing.

*SAILS:* a non-profit, private incorporation, funded by member libraries, government grants, and private grants that runs and supports the Enterprise Online Catalog and Circulation systems for libraries and branches throughout communities in Southeastern Massachusetts.

### PROCEDURE:

#### Collection Development

1. Collection development decisions are driven by the NPL mission to promote and encourage lifelong learning, recreational interests, cultural exchanges, and a sense of community.
2. In order to meet the diverse needs and interests of all residents, the library provides materials in a variety of formats including print materials such as books, magazines, and large print editions, as well as non-print materials including audio books, videos, and music. The library also hosts

electronic databases and participates in a collective resource through SAILS that provides downloadable electronic materials (books, magazines, and other media).

3. When requested material or information is not available through resources within the NPL, interlibrary loan service is offered. This service is available to all users regardless of age, and includes, in addition to the resources of the SAILS Network, the Commonwealth Catalog and Mediated Interlibrary Loan service. Requests are submitted to Massachusetts Library System (MLS) and must conform to the MLS interlibrary loan code. Up to 10 active requests at a time may be placed by a patron when the material is not within the scope of the library's collection, missing from the collection, or out-of-print.
4. Borrowers receiving materials through interlibrary loan are notified on the day the requested material arrives at NPL. Materials not picked up within one week are returned to the lending library. The library reserves the right to refuse interlibrary loan service to borrowers who repeatedly fail to pick up requested materials or return them when due.
5. All materials are lent to other libraries through interlibrary loan, with the exception of museum passes, fragile local history items, Stuffbrary items, games, puzzles, Boredom Busters, and egames.
6. The NPL's collection development policy, procedures, and practices are fully described in its Collection Development Policy.

### **Scope of the Collection**

1. The Adult Collection highlights genres and topics for which local interest and need is known to exist. These areas include current, high-interest fiction, biographies of popular figures, self-help, cooking and crafts, home-repairs, how-to material, and other high demand non-fiction.
2. The Youth Collection focuses on highly recommended picture books for preschoolers and on popular reading of standard titles by children and teens, including fiction, non-fiction, and graphic novel titles.

### **Environment for Community Interaction**

1. The NPL develops, organizes, delivers, and sponsors programs that include but are not limited to lectures, community forums, performing and visual arts, participatory workshops, technology programming, creative learning programming, wellness programs, story times, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, and presentations for social, cultural, educational, or entertainment purposes.
2. The NPL provides meeting rooms for the use of non-profit and community groups to help meet the diverse cultural, educational, recreational, and informational needs of our community as well as for-profit and business organizations that pay a fee for such use.
3. The NPL provides a Community Bulletin Board in order for local organizations to display information that meets the educational, informational, and recreational needs of the community and serves as a resource for the community to stay informed of upcoming events and workshops in the area.

4. Lastly, the NPL provides residents and others exhibition space to display materials in designated spaces.
5. The policy and procedures governing these programs, spaces for community meetings, bulletin board, and exhibition spaces are described in the Library-Initiated Programs Policy, the Meeting Room Use Policy for Non-Library Sponsored Events Policy, the Community Bulletin Board Policy, and the Exhibition Policy.

### **Library Access**

1. The NPL and its resources and staff can be accessed by visiting it in person during its service hours; by telephone during business hours at 508-528-3380; by email at [norfolkpl@sailsinc.org](mailto:norfolkpl@sailsinc.org); or remotely 24/7 at <https://norfolkpl.org/>
2. All library services and materials are available to all users regardless of age, gender, gender identification, race, ethnicity, and immigration status.
3. The library offers home delivery of materials when staff availability permits and the request form has been submitted.

### **Library Service Hours**

1. The library is open to all. Borrowing privileges are extended to those who meet the requirements described in the borrowing policy.
2. The library is open according to the following schedule:

Sunday	Closed
Monday thru Thursday	10 am – 7:30 pm
Friday	10 am – 4 pm
Saturday	10 am – 2 pm
3. The NPL is closed on the following public holidays:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - Presidents Day
  - Patriots Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Columbus Day
  - Veterans Day
  - Thanksgiving
  - Christmas Day

4. Library hours may be changed at any time by the Board of Library Trustees.
5. The Library Director is authorized to close the NPL for up to 72 hours in the event of severe weather or other circumstance that makes travel difficult or occupancy of the building unsafe, uncomfortable, or inappropriate. A closure extension that extends or is anticipated to extend beyond 72 hours requires the approval of the Board of Library Trustees.

### **Circulation and Borrowing**

1. Individuals who wish to borrow materials from the NPL or through the SAILS system must possess a valid SAILS library card and have a SAILS account.
2. The procedure for obtaining a SAILS library card and the terms and conditions of borrowing materials from the NPL is described in the Borrowing Policy.

### **Privacy and Retention and Dissemination of Records**

1. The NPL collects, stores, retains, uses, and disseminates patron information in accordance with its Privacy Policy.

### **General Services**

Below is a list of services provided by the NPL. This list is not all inclusive and is subject to change.

#### **Adults**

1. The library sponsors and/or hosts programs for adults in the meeting rooms.
2. The library conducts certain programs on a weekly/monthly schedule that include book groups, cooking programs, crafts, author talks, and history programs.
3. A summer reading program is offered for adults during June, July, and August.

#### **Youth**

1. Programs for pre-school age children are conducted on a weekly basis throughout the school year.
2. A summer reading program is offered for children and teens during June, July, and August.
3. Staff do not restrict materials used or borrowed by youth. Responsibility for materials borrowed or used by youth for their reading, listening, and viewing rests with the parents or guardian/s.
4. Information about programs and services for children and teens is at <https://norfolkpl.org/> under the "Kids & Teens" tab.

### **Photocopier, Printing, & Scanning Services**

1. A self-service photocopier is available for public use at a charge of 25 cents per page. Copying is available in black and white as well as color. A laser printer is available for personal computer users at a charge of 25 cents per page for either black and white or color printing.
2. Document and photo scanning services are available at no charge.

### **Passport Services**

1. Passport services are offered by appointment Mondays – Thursdays 1-6pm and Saturdays 10-1pm. For all up to date information on what you need to bring to your appointment, and to schedule your appointment, please visit the library's passport webpage listed under Services. Any information listed here is superseded by any more up to date information that is available on the Passport page or through the US Department of State.

### **Public Telephone**

1. The library does not have a public telephone. Should an urgent situation arise, a patron may make a brief local call at the reference desk.

### **Reference Services**

1. Reference services are provided when the library is open and are available on an equal basis to individuals of all ages regardless of place of residence. Service is provided on-site, by telephone, paper, and/or electronic mail.
2. Reference transactions are considered confidential and will not be discussed, except only as may be necessary with other library staff or affiliated service providers to fulfill a patron request. Medical, legal, and tax information contained in reference sources is provided for informational purposes only, with no endorsement or guarantee of accuracy or fitness for a particular use. Library staff provides no interpretation of reference information.

### **Assistance with School Assignments**

1. Library staff are available to respond to student-initiated requests for assistance with school assignments by helping them locate and properly use needed materials.

### **Patron Conduct**

1. The NPL's rules regarding patron conduct, including attending to children, is described in the Safety and Security Policy.

### **Source of Financial Support for Services**

1. The services provided by the NPL have four sources of financial support: the Town of Norfolk; the Commonwealth of Massachusetts; volunteer, non-profit organizations; and a gift fund for donations.
2. The primary source of funding for the NPL is the Town of Norfolk annual operating budget which is approved by voters at the annual spring Town Meeting.
3. The Commonwealth of Massachusetts, through the MBLC, has three programs which provide funding for the NPL. These are the Library Incentive Grant (LIG), the Massachusetts Equalization Grant (MEG), and the Non-Resident Offset programs. Through compliance with MBLC standards, the library maintains eligibility for these programs and provides high quality service to Norfolk residents.
4. The Friends of the Norfolk Public Library, a non-profit organization, through a program of volunteer, promotional, and fundraising activities, helps the NPL acquire important materials, equipment, and services beyond the limit of its regular operating budget. The Friends also aim to inform the community of the library's resources, services, and needs. Other local organizations that support the NPL include the Norfolk Lions, Norfolk Community League, Norfolk Cultural Council, and the Norfolk Garden Club.
5. Individuals may also donate money to the Norfolk Public Library Gift Fund. The Gift Fund supports the commemorative book program which offers the donors the opportunity to honor an individual through a meaningful and enduring gift to the library's collection as well as other service needs.

**REFERENCE:** None

**CANCELLATION:** This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

**APPLICABILITY:** This policy applies to all NPL trustees, staff members, and patrons.