



Outreach Services Policy (formerly Mobile Library Policy)

Created March 2015; Reviewed and approved July 28, 2015

Outreach Services provides library materials, programming and other library services to those who are unable or who find it difficult to access library services, promotes the use of all library services to the community, and brings the library to the community. Outreach Services fulfills this mission through the Mobile Library or through individual/groups of staff persons providing homebound visits, nursing home/institutional visits, and off-site programming (Youth Services, adult, or family). Due to the variety of needs for library outreach services, priorities of service and resource allocation are established in the Outreach Services Procedures document.

Outreach Service only operates as an extension of LPLD. All policies that govern LPLD govern Outreach; employees engaged in Outreach Services represent LPLD and are subject to the same standards. Outreach Services follows Outreach Services Procedures.

Mobile Library Service

The Mobile Library (bookmobile) is intended to provide library service to those who cannot reasonably access the permanent library facilities and to offer library services to outlying regions of LPLD service area. In addition to providing library materials for borrowing, the Mobile Library may offer other services such as programs, reference help, technology assistance, and readers' advisory. Mobile Library stops are intended to provide the whole 'library experience' as well as resources to customers.

Mobile Library Services may include off-site programs (for children, teens, adults, and families), material depository services, materials delivered to home-bound individuals, community stops, school visits, and participation in community events.

Other Outreach Services

Any library service offered outside of the permanent locations is considered outreach and any designated staff or volunteer who provides this service is contributing to Outreach Services, whether that is their primary work location or not. The Outreach Manager will coordinate and supervise all outreach *services* but not necessarily all outreach *personnel*.

Attested by _____
(Secretary)