



## **Outreach Services Policy**

Adopted May 24, 2022

Reviewed June 25, 2024

The Outreach Services department of the Lawrenceburg Public Library District provides library materials, programming, and services to those who may have difficulty accessing physical library facilities. Outreach Services brings the library to the community through the Mobile Library and staff providing home delivery, nursing home/institutional visits, school visits, off-site programming and participation in community events. Due to the variety of needs for library outreach services, priorities of service and resource allocation as follows:

1. Daycare/Early Learning Facilities
2. Facilities and Housing for the Aged and/or Disabled
3. Facilities Serving Vulnerable or At-Risk Populations
4. Low Income Housing or Neighborhoods
5. Areas of High Community Activity
6. Outlying Communities or Surrounding Towns
7. Residential Neighborhoods

Outreach Services operates as an extension of LPLD. All policies that govern LPLD govern Outreach Services unless otherwise noted. Employees engaged in Outreach Services represent LPLD and are subject to the same standards.

### **Mobile Library Service**

The Mobile Library provides library services to those who may have difficulty accessing library facilities and offers library services to outlying regions of the LPLD service area. In addition to providing library materials for borrowing, the Mobile Library may offer other services such as programs, reference and technology assistance, and readers' advisory. Mobile Library stops are intended to provide the whole 'library experience' to patrons.

The Mobile Library schedule is subject to change without notice due to weather, traffic, mechanical difficulties, or the needs of the library.

### **Other Outreach Services**

Library services offered outside of the permanent locations are 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 contributors.