

3.03 SERVICES OF THE LIBRARY

1. The Library provides service to District residents of all ages. Service will not be denied or abridged because of religious, racial, social, economic or political status.
2. Within the limits of the budget and in accordance with the Library's Collection Development Policy, the Library staff will select and acquire materials which best meet the needs of the community, and will organize these materials for easy access.
3. The Library will loan materials in the general collection according to Library regulations and procedures. Materials in reference and special collections may be circulated only at the discretion of the reference staff, weighing the individual need against demand by others and the condition, value and the ability to replace the material.
4. The Library staff will provide guidance and assistance to the public in finding materials or information. In addition, the library will provide access to materials or information beyond its own resources by making referrals to other organizations or individuals, and by borrowing requested materials not owned by the Library.
5. The Library will reserve print and audio materials from its collection upon request.
6. The Library participates in the Reaching Across Illinois Library System (RAILS) interlibrary loan program and will loan library materials to other libraries upon request. Interlibrary Loan Service is only available to Niles-Maine District Library cardholders.
7. The Library will initiate programs, exhibits, story hours, booklists, etc. to stimulate the use of the library.
8. The Library permits patrons from all areas to use materials in the Library. Reference assistance is provided to patrons whether or not they are Niles-Maine District Library residents or have a Niles-Maine District Library card. Patrons from all areas may participate in Library programs after Library staff determine that the Niles-Maine District Library cardholders have been accommodated.

*Adopted by the Niles Public District Library Board of Trustees 7.1.92
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