

POL-LIB-2017-07	Issue No: 1.0	October 27, 2016
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REFERENCE SERVICES POLICY		

PURPOSE

The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. Reference Desk staff is committed to providing quality reference services and informational resources to library users in an efficient, courteous, and timely manner.

POLICY:

1. Reference staff will assist the public in person, by telephone, mail or electronic communication with self-guided research.
2. Reference staff will not give opinions, advice or interpretation of information. Staff will cite the sources consulted but are not responsible for the accuracy of that information.

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Assistant Senior Kelly Miller	Title: Library Assistant Senior Ryan Roy
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Jose Aranda
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sue Patterson	Title: Library Advisory Board, Member Sharon Shoemaker
Title: Library Advisory Board, Member Elsie Ramirez	