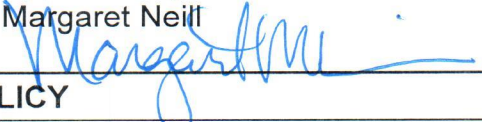


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RESOURCE CENTER POLICY		

MISSION STATEMENT

Thomas Branigan Memorial Library is Proud to Help our Community Make Connections, Provide Limitless Access to Information, Education, and Enriching Programs and Services.

PURPOSE

The Resource Center was created to assist the citizens of Las Cruces in their search for employment.

POLICY

1. Computers in this area are available for customers needing assistance with their search for employment. Uses include:
 - a. Applying for a job online.
 - b. Resume instruction online.
 - c. Use of practice tests for careers.
 - d. Learning interview skills online.
 - e. Searching the web for job postings.
 - f. Using the word processing computers to write resumes and cover letters.
2. Computers may also be used for word processing, searching the library's databases, genealogy, and searching the Foundation Center.
3. Customers may print one copy of their work free. If multiple copies are needed, customers must use the public copy machine.
4. Librarians will assist customers but are not allowed to fill out forms or write resumes.
5. All titles in the Resource Center book collection may be checked out with a valid library card.
6. Computers are available on a first-come, first serve basis. There is no time limit on how long a customer can use the computer.

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PEER REVIEW	
Title: Library Manager Catherine Christmann	Title: Library Administrator Renee Frankel
Title: Librarian Carmella Lee	Title: Librarian Blake Klimasara
Title: Librarian Todd Baker	Title: Librarian Kenneth Partin
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice-President Jose Aranda
Title: Library Advisory Board, Secretary Susan Pinkerton	Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sue Patterson	Title: Library Advisory Board. Member Elsie Ramirez

UPDATES			
ISSUE	DATE	PAGE	DETAILS