

Parchment Community Library
ADA Self-Evaluation -- Services
Circulation

- What: Library materials may be checked out at the circulation desk.
- Who: Anyone who meets the criteria of the Membership Policy may borrow library materials.
- Where: This service is performed in the library.
- How: Patrons bring their selections to the circulation desk.
- Why: One of the primary functions of the library is to loan materials.
- Changes: If a patron cannot take materials from the shelves, a staff member may accompany the patron while he/she makes selections and may carry those selections to the circulation desk. If a patron cannot speak or hear, he/she can provide written requests, if needed, to the circulation staff. It is recommended that a wheel chair accessible extension to the circulation desk be added. Staff members are expected to meet the needs of every patron in the best possible manner for that patron within the limits of the library's resources.
- Adopted: 09/14/1995
Revised: 02/28/2006