

Parchment Community Library

ADA Self-Evaluation -- Services

Library Materials

- What: A variety of print and audio-visual materials are available for loan to patrons of all ages.
- Who: Anyone who meets the criteria of the Membership Policy may borrow library materials.
- Where: This service is performed in the library.
- How: Patrons make their own selections. The staff makes recommendations upon request.
- 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. If a patron cannot make his/her own selections due to disability, the staff will continue to make recommendations and may make the actual selections upon request. If a patron cannot speak or hear, he/she can provide written requests. If a patron cannot come to the library, selections may be made by the staff for pick up by the patron's personal representative. If no one can pick up materials for the patron, mail service may be provided. Referrals to the Library for the Blind and Physically Handicapped may be made if the library is unable to supply talking books in sufficient quantities for the patron. 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