



## **Information Services Policy**

**Authority:** Library Board

**Date Created:**

**Date Reviewed:** March 19, 2013

### **Purpose**

East Gwillimbury Public Library's core purpose is to enrich our community by promoting culture and literacy and access to resources and programs.

1. The intention of this policy is to provide library staff members with a description of and guidance in providing high quality, responsive and accessible information services, and to ensure that our community is aware of the range of services available. The policy does not, however, limit staff initiative in serving the public.
2. This policy will provide a clear understanding of service levels for our staff and public, and will ensure a consistent approach to excellent information services throughout the East Gwillimbury Public Library system.

### **Types of Information Services offered**

1. Staff members assist library patrons in selecting and using the library resources they need. These services include responding to simple and complex questions, providing readers' advisory services to match books and readers, community information and referral, library instruction and orientation, recommended reading lists and research guides, and access to specialized local collections.
2. Patrons may request information through a variety of means, for example: in person, by telephone, by mail, or electronically. All requests are given equal consideration, although some types of questions may require patrons to visit the library to fully research them.
3. If a request for information cannot be answered using the resources of the East Gwillimbury Public Library, the patron will be referred when possible to other sources or assisted in retrieving the material from another location.

## Guidelines

Staff members are committed to answering all requests thoroughly, accurately and without judgment, within a welcoming environment.

1. Patrons of all ages and circumstances are treated with equal attention and with sensitivity to their particular needs.
2. In support of the goal of lifelong learning, staff will offer formal and informal instruction and assistance selecting and using library tools and search techniques. Using available staff expertise, patrons are encouraged to take an active role in the research process.
3. Library staff will assist patrons in finding information from medical, legal, census, or tax sources, but will not offer any interpretation of the information provided. Responsibility for interpreting and applying information rests with the patron.
4. All requests for information will respect patron confidentiality and privacy according to the Library's *Confidentiality of Library Patron Information Policy*, and as dictated by the *Municipal Freedom of Information & Protection of Privacy Act. R.S.O. CHAPTER M.56*.
5. Provision of information services follows the Canadian Library Association's *Statement of Intellectual Freedom* and the *Ontario Public Libraries Act R.S.O. 1990*, as referenced in the *Collection Development Policy*.
6. Library staff are available to assist patrons with computer and Internet questions. While information services staff cannot provide in-depth instruction on specific applications, they can assist patrons in finding tutorials and help sites. Library staff are not permitted to complete online applications or make financial transactions on behalf of patrons. (See also East Gwillimbury Public Library's *Public Internet Use Policy*.)
7. The library is committed to meeting the needs of patrons with disabilities and will provide, upon request, alternate formats and communication supports, in compliance with the *Integrated Accessibility Standards Regulation, Ontario Regulation 191/11* and the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.
8. To assess and evaluate information services, statistics on reference questions will be kept and analyzed, whilst respecting patron confidentiality.

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