

**Title 2
Chapter 7**

**Services
Outreach Collections**

02-02-01 Philosophy

- a) Outreach collections provide library services to people who cannot come into the Library. Outreach collections introduce library services to people who do not currently use the Library.
- b) Outreach collections are offered to agencies located within and serving residents of Two Rivers. Outreach collections are made up of Lester Public Library owned materials that normally circulate for a three-week loan period. Library staff selects materials for the outreach collection based on general guidelines and preferred genres and formats agreed upon in advance.
- c) Outreach collections are available for member libraries of the Manitowoc-Calumet Library System.

02-02-02 Qualification

- a) Any organization or business within the city of Two Rivers is eligible to receive an outreach collection for use within their organization.
- b) To be eligible for this service, organizations must accept financial responsibility for all materials in the outreach collection that are lost or damaged. Failure to do so will result in the loss of library privileges.
- c) To receive this service, organizations must fill out an application for a library card for outreach collections.
- d) Applicants may be asked to furnish verification of information supplied on the library card application.
- e) Member libraries of the Manitowoc-Calumet Library System are eligible to receive an outreach collection for use in their library.

02-02-03 Use of Materials

- a) Overdue fines will not be levied on materials in outreach collections.
- b) The amount of materials that can be checked out for an outreach collection is 75 items.
- c) DVDs and interlibrary loans are not allowed in outreach collections.
- d) Organizations participating in outreach collections may not place holds on library

materials.

- e) The loan period for outreach collections is eight weeks.

02-02-04 Delivery

- a) Library staff will prepare materials in the outreach collection based on the expressed needs of the organization.
- b) If an organization has no one able to pick up and deliver for them, LPL staff will deliver on a set bi-monthly schedule.

Approved 7/13/04

Revised 4/9/13