

SERVICE OF THE LIBRARY

The following services will be offered at the Thorp Public Library:

1. The library will select from available materials, in both physical and digital formats, and organize for easy access those books and materials which comprise the library collection.
2. The library staff will provide guidance and assistance for people to obtain the information they desire.
3. The library will supplement, when possible, materials beyond our own resources by borrowing from other libraries as well as lend and borrow books (materials) thru statewide Inter-library loan.
4. We will provide services during the hours which best meet the community's need.
5. The library board accepts the responsibility to maintain facilities that will offer the community the invitation to enter, read, listen, look and learn.
6. The library will provide up-to-date technologies for the public use, ex: wireless internet, computers, copiers and digital content.
7. A photocopy machine is available for public use. Cost per copy is \$.25. Color copies will be \$.75 per page.
8. The library will provide tax forms to the public from January 1 to April 15 of each year. Only those forms requiring copies to be made will be charged for at the normal copy rate.
9. Use of the computer printer will result in a fee of \$.25 per page.
10. Document Scanning to email is available for free.
11. The Internet may be accessed through library computers in accordance with the Internet Acceptable Use Policy and the computer Use Policy.
12. Use of the Fax machine will be \$2.00 for the first page and \$1.00 for each additional page.
13. Use of the laminator will be \$1.00 per page.
14. A digital projector is available for public use at the library or City Hall.
15. Disc cleaning is available for \$2 per disc or \$3 for 2-sided disc and a form must be completed by patron before work is completed.

Approved by the Thorp Library Board

Dated: April 1, 2009

Rev: Sept. 13, 2017, Rev: Sept. 2016