

## Reference Assistance

The Library provides access to a variety of reference sources for its patrons. These sources include materials in the Library, community resources, as well as regional and other networks.

The library staff provides answers to ready-reference questions and assists in locating information for research reference questions.

The following guidelines govern reference assistance:

1. Reference service is available to students doing school assignments, unless their teacher requests that this not be done. Students are encouraged to search for information themselves. The staff does not interpret homework assignments.
2. Information or opinions concerning medical, legal, or tax questions cannot be given by the staff.
3. Reference questions will be accepted in person, by telephone or fax, e-mail, or by mail.
4. Requests for genealogical information will be dealt with under the same guidelines for other reference questions.
5. Information that cannot be located in the library's collection or local sources will be sought from the state or regional reference services, or materials will be ordered through interlibrary loan.

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