



OUTREACH SERVICE POLICY

Outreach Service is an integral part of services offered by the Allen Parish Libraries. Allen Parish Libraries' Outreach Services are given to individuals and groups of every age, educational level, philosophy, occupation, economic level, ethnic origin, and the human condition.

The Allen Parish Library's Outreach Services aim to provide individual attention to customers outside the library. Directed by its patrons' informational, educational, and recreational necessities, the help is an adaptable asset pointing toward bringing library programs and materials to all Allen Parish residents.

Who Can Benefit from These Services:

- Homeschool Groups
- Homebound Customers
- Preschools and Daycares Centers
- Nursing Home Residents
- Area Schools and Teachers
- Adults/Teens/Children

However, the disabled, patrons without transportation within the city limits, and others with special needs who request mobile services may be provided such assistance.

What Services are Offered:

- Programs: book talks and themed story times and crafts
- Direct Delivery: library materials are delivered to individuals, schools, nursing homes, preschools, and daycare centers

To allow enough time for approval, review, and preparation of the materials, requests for the attendance of library staff at events that the library does not

sponsor must be submitted in writing and received at least two weeks before the event's date. The event's date, location, and duration, as well as the organization's expectations of the library staff participants, must be included in the requests.

With these aims in mind, the staff will provide necessary outreach services to all outreach patrons.

Adopted by the Board July 19, 1994
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