

Policy 1.7: Research and Reference

Approved and Adopted by Board of Trustees December 11, 2025

Library staff does not answer legal, medical, investment, or tax reference questions and may only guide the patron to the material available on the topics. Patrons will be advised to consult with a professional for additional information and advice.

Wherever possible, and based on training and familiarity with the collection, branch library staff, present at the time of the request, will assist patrons in conducting reference research. A trained ALA/MLS degreed Librarian is available on a limited basis to assist with in-depth reference queries by telephone, fax, e-mail and in-person. Referral to other resources may be necessary and delays in receiving reference assistance may occur.