



LOUTTIT LIBRARY SERVICE POLICY

10/16/2024 revision

- The Louttit Library serves its primary patron base, the people of West Greenwich, without regard for age, sex, religious or ethnic background, political affiliation, educational ability, or economic status.
- The Library also extends full access to its materials and services to the people of the state of Rhode Island, at no charge, through its membership in the Ocean State Libraries Consortium, (OSL). Louttit Library offers *Local-Use-Only Library Cards* to residents of other states and reserves the right to charge an annual fee.
- The Library's resources are chosen for people of all ages and reading/learning abilities and includes books, periodicals, audiobooks, DVDs, digital materials, and online databases, as well as a *library of things* including a DVD player, kindles, cake pans, etc.
- The Library offers the following services: reader's advisory, interlibrary loan, reference, and computer assistance. Notary Public, exam proctoring, faxing, scanning, and photocopying services are also available during library open hours.
- The Library supports public access computing including; general online applications such as word processing, spreadsheet applications, online database searching, social media, and email access within an open wireless network.
- In addition, the Library offers events for general audiences and other programming geared specifically for children, young adults, adults, and senior citizens.
- The Library maintains meeting rooms for use by the West Greenwich and/or nonprofit communities. Preference is given to the library, the Town of West Greenwich and its departments, and West Greenwich residents when scheduling meeting spaces.
- The Library webpage provides access to the OSL online catalog, selected online databases, a calendar of library event and program offerings, recent acquisitions, and meeting space information.