

COMMON LIBRARY SERVICES

What Libraries Do/Provide:

- Well-rounded collections of information resources on every topic for children, teens and adults, including:
 - Books, recorded books and digital books
 - Magazines and newspapers
 - Music and movies, documentaries
 - Full-text databases for research, homework, lifelong learning on many topics, job skills development (interviewing, resume writing)
- Offer educational, informative, instructional and entertaining classes, workshops and programs for all ages including:
 - Literature based storytimes for preschoolers and children
 - Computer hardware and software training
 - Job skills
 - Small business development
- Homework assistance at library locations and via online databases, such as Brainfuse.
- Job search assistance through classes, print and online resources, and job search specific databases.
- Computers for:
 - general Internet use – often the only place in a community for free Internet access
 - Word, Excel and other productivity software for resumes, homework assignments, business communications
 - research for homework
 - completing job applications
 - e-government
- Digitize rare or other important materials making them available to a wider audience
- A place for the community to come together; a place for reading, studying, meeting with others.
- Meeting rooms for community groups, school visits and library events.
- Develop and coordinate community-wide reading initiatives.
- Provide books for book clubs.
- Accept passport applications.
- Administer GED practice test.
- Services to visually impaired readers through adaptive technology, large print books, and audiobooks/digital audiobooks.
- Provide research assistance.

Common Library Services...continued

- Register voters.
- Compile book collections for teachers to use in classrooms.
- Provide resources for homeschoolers.
- Wireless access to the Internet.
- Share our resources collaboratively with another library through interlibrary loan, consortia and many other means.
- Access to authors.
- Summer Reading programs that keep children reading through the summer months.
- Deliver or mail materials to homebound and institutionalized residents including those in retirement centers, hospitals, nursing homes and jails.
- Bookmobile visits to daycares, preschools, grade schools, at-risk neighborhoods, rural communities, and other underserved areas to extend library services and promote early literacy.
- A venue to exhibit local, regional, and national materials.
- Teach parents and childcare providers/early educators how to prepare children for school success by the time they enter Kindergarten.
- Partner with each other and community organizations to do more than we could alone and pool our skills and resources to better serve the community.
- Handle paperwork for the Department of Jobs and Family Services to make applying for assistance easier and more convenient.