

III. COMMUNITY LIBRARY SERVICES

- A. The library establishes community libraries under the following conditions:
 - 1. Need
 - 2. Demand
 - 3. Availability of physical quarters
 - 4. Potential for future growth
 - 5. Contribution for overall service patterns in the area
- B. Community libraries are maintained by contractual agreements between the library and cities, other entities, or by other arrangements in the unincorporated community.
- C. The community library has regular hours of service which are based on the size and needs of the community served. Such hours are determined by the Director, working in cooperation with the Board of Trustees.
- D. Community libraries are not located in private homes or in school buildings unless there is no other location available.
- E. Branch managers are responsible for library operations as defined in the Branch manual.
 - 1. Circulation and reference service of the highest quality.
 - 2. Service and special programs for area children like summer reading and story time.
 - 3. Library promotion and public relations in local media and newsletters.
 - 4. Operation of and assisting customers with library computers or related technologies.
 - 5. Collection management, including trips to Colfax to rotate collection.