

## **REFERENCE SERVICES POLICY**

Reference Services provide information for the West Hartford community during all hours that the library is open. To achieve this, a professional staff:

1. selects and administers a collection of print and non-print sources,
2. coordinates the information collections and services at all library facilities,
3. gives factual answers to specific questions, and
4. guides people in locating and using resources both within and outside of the West Hartford Public Library system.

Adopted by the West Hartford Public Library Board  
June 15, 1993