

## **SMITH PUBLIC LIBRARY OUTREACH SERVICES POLICY**

**APPROVED BY THE LIBRARY BOARD JULY 11, 2011**

The staff of the Smith Public Library will offer outreach services to schools, civic organizations, and other groups upon request. All requests are on a first come, first serve basis and are subject to staffing limitations and other program or service priorities. Staff will make every attempt to accommodate your requests for:

- a library information booth providing library card registration and general information
- a book talk or read aloud program
- a general presentation on library resources and services
- a topical booklist to accompany an exhibit or program
- career day program
- day care visit

To request outreach services, please complete the Outreach Services Request Form and return it to the library using one of the following methods: email: [libinfo@wylietexas.gov](mailto:libinfo@wylietexas.gov), fax: (972) 516-6270, or mail to Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098, Attn: Outreach Services Request. All forms must be received at least three weeks prior to the date requested. **A request does not guarantee outreach services.** A staff member will contact you to confirm the exact date and time.