

Scope of Services Policy

It is the objective of The Wynnewood Public Library to serve the community in order to provide a scope of services consistent with its mission, which includes an accessible collection of physical and digital materials that recognizes two main service roles of being a popular materials library and an educational center that supports lifelong learning; that provides a welcoming environment for community interaction; and enables access to business and career information.

As such, The Wynnewood Public Library offers a variety of services, including but not limited to:

- In order to meet the diverse needs and interests of all residents, the Library provides materials in a variety of formats including print materials such as books, magazines and large print editions, as well as non-print materials including audio books, videos, and music. The library also hosts electronic databases and participates in a collective resource through Libby that provides downloadable audio and e-books.
- The Library offers printing, faxing, laminating and scanning services, along with making copies. These services are done by staff, and patrons are not allowed to use the machines themselves.
- Assist in finding information for research purposes, at the discretion of staff.
 - Assist with research and tasks online-at the discretion of staff. We do not have a dedicated staff member to assist with online research, and staff may not be available to help with step by step instructions of online tasks.
 - Assist

The Wynnewood Public Library is unable to offer certain services that are beyond the scope of a library's legal capabilities, which include but are not limited to the following-

- We do not offer secretary services such as typing or editing letters/minutes/agendas for patrons.
 - We are unable to type/fill out any forms for patrons

- We are unable to handle financial transactions on behalf of patrons, such as buying items online/over the phone, filing taxes, making changes to bank accounts or any other transition involving patrons' financials.

Approved by Library Board 02/13/2013