

## SERVICES TO OTHER LIBRARIES

Montgomery County-Norristown Public Library is a District Library Center which provides supplementary library services to the local libraries within the district (Montgomery County and the Borough of Telford) and coordinates the services of all local libraries within the district which, by contract, become part of the district library center system and of exchanging, providing or contracting for library services with other district library centers.

- ❖ The District Center must be open no less than 64 hours weekly.
- ❖ Interlibrary reference and information service is available no less than 64 hours weekly.
- ❖ Direct reference, information and community information and referral is available no less than 64 hours weekly.
- ❖ The District Center provides an interlibrary delivery system providing weekly delivery among the libraries within the district.
- ❖ The District Center provides consultant services to local libraries, municipal officers and interested groups in the district. The consultant staff visits each local library periodically and is responsible for providing professional library knowledge to local librarians and others by means of counseling and continuing education on all aspects of library service including but not limited to the following:
  - Materials Selection and collection development
  - Services to special groups
  - Modern library service, administration, library governance, finance
  - In-service training of local library personnel and trustees
  - Implementation and promotion of cooperation among local libraries
  - Provide public relations programs and materials
  - Youth Services
- ❖ The District Center develops and disseminates widely information about district library center services and the need for library services in the district.
- ❖ The District Center provides a currently useful collection large enough to meet the demands based on district population. This collection includes: books, periodicals, audio-visual materials, etc.
- ❖ Interlibrary loan service is provided to the libraries in the district in accordance with the most current edition of "Pennsylvania Interlibrary Loan Code."  
Interlibrary loan service is also provided to other Pennsylvania libraries as well as out of state libraries. There are specific policies for this service:
  - The library accepts ALA/OCLC/telefacsimile forms
  - Billing Method: invoiced with the material
  - Loan Period: 4 weeks
  - Renewal: 1 month (usually)
  - Charges: for out of state libraries---\$10.00/title
  - Non-Circulating Materials include: reference, government documents (not in book form), current year books(out of the district), local history and periodicals
  - Copies: Photocopies-\$.10/page after the 1<sup>st</sup> 10 pages; Out of state: \$10.00/copy