

## **EXTENSION POLICY**

### **Plan for Dissemination of Library Materials and Services**

#### **PURPOSE**

The purpose of the NEGRLS Plan for the Dissemination of Library Materials and Services is to make library materials and services available to all residents within the system's service area. In addition to providing Regional Services for the participating libraries, NEGRLS makes services and materials available through affiliated libraries, deposit service to area schools, a Books-by-Mail program, and facilitating use of the Georgia Library for Accessible Services (GLASS). This policy will serve as a guide for Extension Services and as an expression of NEGRLS's objectives and principles governing the Extension Services Program in Habersham, Rabun, Stephens and White Counties.

#### **OBJECTIVES**

NEGRLS's Extension Service program exists to provide library services and materials to residents of areas remote from a permanent library facility and qualifying homebound residents of the Region. It is extension of, and not substitution for, normal library services.

#### **AFFILIATED LIBRARIES**

Affiliate Libraries may be established and maintained within the NEGRLS service area as outlined in Article 2 of Chapter 5 of Title 20 of the Official Code of Georgia. The Regional System is legally responsible for the administration of all building programs in which State of Georgia funds are involved.

#### **DEPOSITS**

The Director and library staff assume responsibility for the establishment of book deposits and/or temporary outlets. Consideration will be given to requests for service by local residents. Adequate supervision of library materials is to be provided by the local community.

#### **GEORGIA LIBRARY FOR ACCESSIBLE SERVICES**

Each library will put patrons who request this service in contact with the Subregional Library for the Blind and Physically Handicapped in Athens, Georgia.

#### **BOOKS BY MAIL**

The goal is to provide library services and materials to residents in areas remote from a permanent library facility or to qualifying homebound members of the service area.

#### **EXTENSION SERVICES TO SPECIAL GROUPS**

NEGRLS will provide, whenever possible, services to special groups, such as prisons, hospitals, kindergartens, independent schools, nursing homes, and similar institutions.