

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: March 12, 2015	Subsection
Section Reference Research	Date Revised:	Page 1 of 1
<p>Reference Research</p> <p>The library reference staff and librarians generally welcome any and all research questions, and they try to answer all questions in a timely manner. However, if in the judgment of the reference clerk or librarians, an individual is using more than his/her fair share of available staff work hours, the library may limit the number of reference questions that will be answered in any calendar month for that patron [e.g. patron asks several questions per day or per week requiring significant research time].</p> <p>If reference research limitations are imposed upon an individual patron by reference staff, he/she will be limited to no more than three questions per week or twelve questions per month. Once that limit has been passed, no more questions will be researched for the patron until the next calendar month.</p> <p>If asked, reference staff is available by appointment for a one-hour basic computer class on using the Internet so that a patron may learn to do his/her own research.</p>		
Revision Approved by Board: 3/12/15		