

REFERENCE POLICY

It is the goal of the Dudley-Tucker Library to assist any person using the library in identifying all locally available materials to meet their reference/research needs.

If, due to limited staff and hours, we are unable to readily respond to each request, in-house resources will be searched at a time convenient to the staff. The patron will be notified of the findings. Contact will be automatically made to the New Hampshire State Library if the information available locally does not meet the patrons needs.

The cost of electronic database searches, photocopying, or other expenses are the responsibility of the patron. Notification of these charges will be explained to the patron prior to additional outlets being contacted for assistance.

Adopted 10/4/94