

The Leamington United Mennonite Home and Apartments

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Library	SECTION: L POLICY: 1
DATE: September, 2004	Signature: _____ ADMINISTRATOR	

LIBRARY

POLICY:

To maintain a well stocked, current library in the program activity area on each floor, reflecting a broad range of interests and needs.

PROCEDURE:

- English, German and large print books in both language are available as well as audio books for the visually impaired.
- The daily newspaper and weekly local paper as well as a monthly German magazine "Der Bote" and Das Fenster" shall be made available to residents.
- Resident monthly calendars, newsletters, family newsletters and the Home's menu are readily available on each floor's library.
- Residents are also encouraged to subscribe to their local newspaper.
- Pamphlets from local community agencies and organizations are available on each floor.
- Every Department maintains an appropriate library relevant to their department for staff use.
- Church bulletins are available in English and German from the Leamington and North Leamington United Mennonite Churches.