# Library Services

**Library Services Director**
Heather Cousins

**Deputy Library Services Director**

## Customer Services

### Children's/Young Adult Services
- Children's Programs
- Library Tours
- Readers' Advisory
- Reference
- Summer Reading
- Teen Programs

### Digital & Reference Services
- Library Automation
- Library Instruction
- Local Area Network
- Internet Instruction
- Internet Services
- Public Computers
- Readers' Advisory
- Reference Assistance
- Website
- WIFI Network

### Special Collections
- American Radio Archives
- Archive/Preservation
- Local History

### Circulation Services
- Fines and Overdues
- Patron Records
- Material Check-In/Check-Out
- Materials Shelving

## Support Services

### Newbury Park Branch
- Branch Library Tours
- Branch Reference
- Children's/Young Adult/Circulation
- Community Outreach
- Library Instruction Programs

### Technical Services
- Acquisitions
- Cataloging
- Catalog Maintenance
- Processing

### Collection Development
- Collection Maintenance
- Donations
- Interlibrary Loans
- Materials Evaluation
- Materials Selection

### Administrative Services
- Accounting
- Budget
- Cultural Programs
- Grants
- Meeting Rooms
- Personnel
- Reception/Customer Service
- Records Management
- Referrals
- Volunteers

### Maintenance
- Archive Building
- Grant R. Brimhall Library Building
- Newbury Park Branch Library Building

Total Employees:
FY 13-14: 46
FY 14-15: 46