

services

Circulation

Located on the first floor

- Library card registration
- E-mail notification registration
- Reader advisory and patron assistance
- Audiovisual formatted material
- Arts & Entertainment Center
- Community information and brochures
- Access to current periodicals
- Browsing collection of new materials
- Check-out and Check-in center
- Library materials on display
- Reserve best sellers, museum passes and book club kits
- Friends membership
- Special adult programs sponsored by the Friends and Gould Fund
- Meeting room and art exhibit information
- Membership forms and applications
- Library and town information
- Lobby bulletin board
- Access to copy machine

Reference

Located on the second floor

- Answering questions
- Research assistance
- Assistance finding books, information and materials – in our library or at others (ILL)
- Internet access and search assistance
- Access to Word, Excel and PowerPoint
- Quiet study space
- Back issue of periodicals
- Reader Advisory
- Consumer information
- Investment evaluation tools
- Business information
- Homework resources
- Access to local history and genealogical resources
- Income tax forms
- Community information and brochures
- Library materials on display
- Town reports, committee minutes, real estate tax valuations
- Copy machine and fax assistance

Children – Young Adult

Located on the first floor - YA located on the second floor

- Library card registration
- E-mail notification registration
- Children's story time
- Summer popcorn & pajama story time
- Children & Teen programming and crafts
- Summer Reading Program
- Special holiday events
- Friends' Children and Teen programs
- Reader advisory and patron assistance
- Audiovisual formatted materials
- Children's & Teen book club kits
- Internet access
- Internet search assistance
- Access to Word, Excel and PowerPoint
- Research and homework resources
- Supplementary materials to support homework
- Areas to do homework (first floor and second floor)
- New books and other library materials on display



www.topsfieldlibrary.org

One South Common Street
Topsfield, MA 01983
Tel: 978.887.1528
Fax: 978.887.0185
E-mail: mto@mvlc.org

**Topsfield
Town Library**

Library Hours

M-T-Th 10-8
W-F 10-5
Sat 12-4
Sun closed

facilities

The Collection

Adult Collection includes

- Fiction includes large print, mystery, science fiction & bestsellers
- Audio Books – cassette & CD
- Movies – VHS & DVD
- Music – CD
- Periodicals
- Non-Fiction
- Reference material
- Local history reference

Children's Collection includes

- J Fiction includes large print, mystery, historical, award winners, science fiction
- Jjr. Beginner Readers
- JJ picture books and board books
- Audio Books – cassette & CD
- Movies – VHS & DVD
- Music – CD
- Periodicals
- J Non-Fiction
- J Reference material
- Parent Shelf material
- Foreign Language material

Young Adult (YA) Collection includes

- YA Fiction includes large print, mystery, science fiction, graphic novels, paperbacks
- Audio Books – cassette & CD
- Periodicals
- YA Non-Fiction with Adult Collection

The Meeting Room

The Meeting Room is designed for multi-media purposes and can be reserved for meetings and art exhibit space by calling the Director at 978-887-1528.

MEETING ROOM FEATURES:

- Large screen
- VHS, DVD, TV & CD equipment
- Sound System & Podium
- Overhead projector
- PowerPoint access
- Tables & chairs – adult & children sizes
- Mini-kitchenette
- Capacity – 80
- Picture rail and “S” hooks for exhibiting artwork
- Local cable input and output access

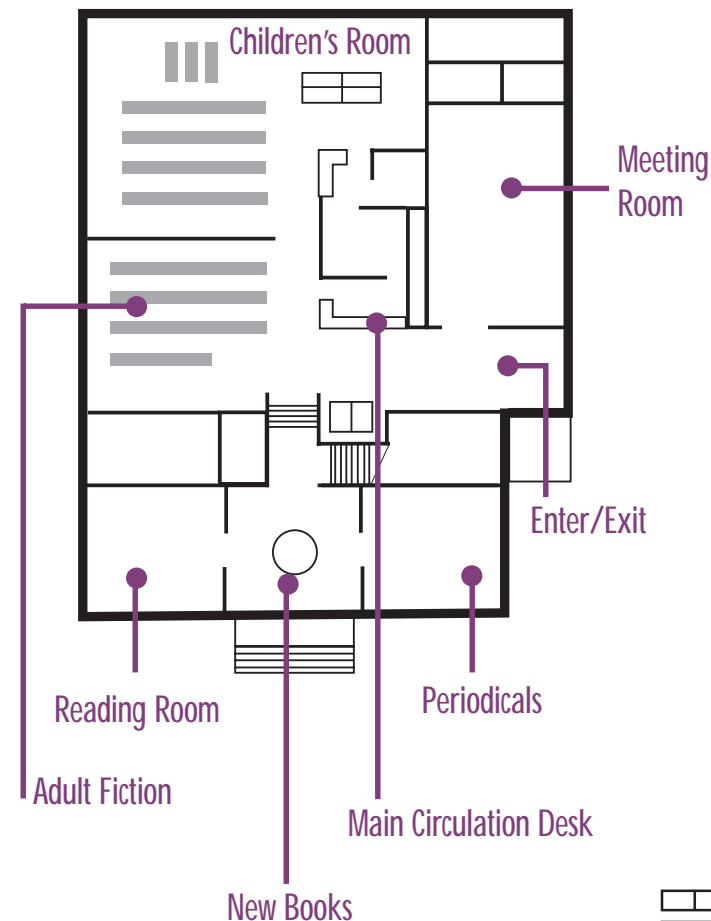
The Quiet Study

The quiet study is located on the second floor, with seating for four people. The room can be reserved for special use by calling 978-887-1528 and ask for the reference department.

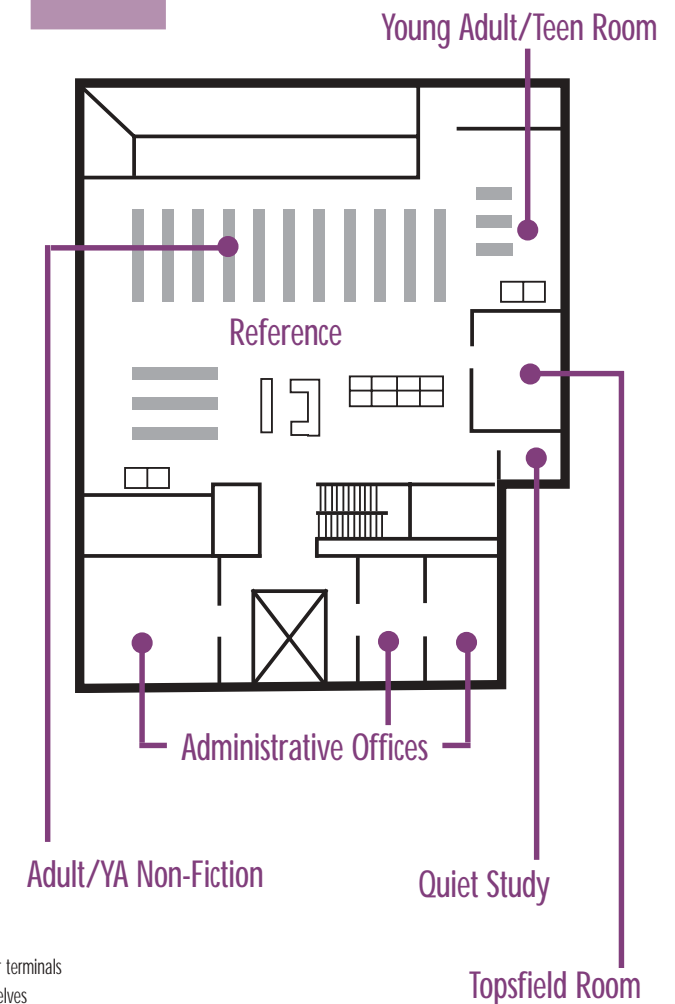
The Topsfield Room

The Topsfield Room is located on the second floor, and stores Topsfield and local history reference material. This room can be reserved for up to eight people with the understanding that material may need to be accessed during reserved time.

1st floor



2nd floor



Computer terminals
Book shelves