

## **5. Communications Policy**

### **5.1. Scope**

Trinity College Library has been acquiring collections of recorded thought for over four hundred years. Its mission is to deliver library and information services to the highest international standards, to meet the needs of the College community and those of the international scholarly community and to support the University's mission to confirm its position as one of the great universities of the world and disseminate knowledge and wisdom.

### **5.2. Aims**

Communicate the Library's role, responsibilities and functions to the college and wider community

### **5.3. General Policy Statement**

5.3.1. This will be carried out through development of the Library's web page, liaison with College Communications Office, information leaflets and other publications, staff professional engagement

5.3.2. Enable its users to communicate their comments, needs and suggestions to the Library and to receive prompt response

5.3.3. Enable Library staff to communicate effectively with users

5.3.4. Project a positive image to its users through written, electronic and verbal communication