

# **Guidelines for inclusion in the *Community Information Database***

In general, organizations listed in the *Community Information Database* are non-profit community service groups, governmental agencies, or clubs and organizations. If the organization or service can easily be found in the phone book, it likely does not belong in the directory. Businesses are not usually listed in the directory for this reason, and because the local chambers of commerce provide such a service.

Some exceptions have been made for profit-making organizations traditionally difficult to find in the phone book, and businesses that provide community services.

For example:

- Day care centers, preschools, and private schools.
- Private recreational facilities, such as hunting clubs, swim clubs, or swim teams.
- Tourist attractions.
- Psychiatrists and other counselors which provide specific community services. They are included because of an agreement we have with the local Core Services Agency.
- Dance studios and other performance-oriented schools which have troupes available for hire.
- Businesses which offer regular workshops or screenings, such as those offered by local sports therapists to help student athletes prevent injuries.
- Businesses offering services traditionally offered by government agencies, such as water testing or forest conservation plans.
- Businesses offering health screenings, private nurses or other health-related services.
- Organizations which provide consumer or legal assistance for a low or reduced fee, such as the Legal Advice Line.

In some cases, it may be wise to list a business-sponsored program separately, rather than including the entire business. For example, various media-based consumer advocates such as Get Gelfman, Contact 2, and Eleven On Your Side currently have their own listing.

Priority is given to organizations located within Carroll County. If an organization outside the county provides services the same or similar to those located within Carroll, they are usually not added to the database.