

## **8.00 Policies & Procedures—Young Adult Services**

### *Mission Statement*

February 16, 2012

The Teen Department is dedicated to providing access to materials, resources, and professional guidance to meet the intellectual, educational, and recreational needs of young adults age 11-18 years of age or 6<sup>th</sup>-12<sup>th</sup> grade.

#### Objectives:

- Introduce teens to the public library environment and provide support as they transition into adulthood.
- Provide teens with easy access to current information and quality literature in a variety of formats.
- Provide complete and accurate answers to reference questions and encourage critical research skills.
- Provide informative and entertaining programs that encourage the use of the library and lifelong learning and reading.
- Serve as a social gathering space to encourage the exchange of information and resources.

## **8.1 Unattended Teens**

The library does not assume responsibility for the supervision or safety of unattended teens. Parents should be aware of the library's hours of operation, bearing in mind circumstances may require an unexpected closing of the building.

## **8.2 Collection Development of Teen Department Material**

The Teen Collection provides materials in a variety of formats and is intended to meet the current and anticipated needs of the teen community.

An up-to-date, attractive and useful collection is maintained through continual review and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisition, and availability of new editions. Materials are judged on their own literary and artistic merits, popular demand, and their contribution to the balance of the total collection and their suitability of content and vocabulary to the age of the readers.

### **Selection**

Materials for the Teen Department are selected to serve the specialized needs of young adults from 11-18 years of age. Materials shall be selected using professional review tools and should attempt to create a collection which emphasizes the goals and mission statement of the department.

## **8.3 Patron Computer and Internet usage**

The computers in the Teen Department are solely for the use of teens and, if demand allows, younger siblings, at the discretion of Teen Department staff. Usage may be restricted during weekends, school recess, and periods of high usage.

## **8.4 Adult Use of the Teen Collection**

Adults often need to use Teen collection materials for their personal reading or some other legitimate purpose. Adults visiting the Teen Department who are not in need of teen materials or not accompanied by a teen will be asked to leave.

## **8.5 Programming**

Teen activities and programs are developed under the direction of the Teen Services Supervisor and/or the Assistant Director of Public Services and are offered through a monthly calendar in print and online on the Library's website.

## **8.6 Tours of the Library and Community Outreach – revised 12.11.2014**

The library welcomes visitors interested in gaining a broad overview of the many services, resources, and events the library has to offer. Tours are available free of charge, upon submission of the online request form.