

## **7.00 Policies & Procedures—Children’s Services**

### *Mission Statement*

The children’s department is dedicated to providing access to materials, resources, and professional guidance to meet the intellectual, educational, and recreational needs of children and their caregivers.

Objectives:

- Introduce as many children as possible to the public library environment in order to cultivate lifetime readers and library users.
- Provide children with easy access to current information and quality literature in a variety of formats.
- Provide complete and accurate answers to reference questions to all patrons.
- Provide informative and entertaining programs that encourage the use of the library and enhance cultural awareness.
- Serve as a social gathering space to encourage the exchange of information and resources.

## **7.1 Unattended Child**

The Children's Department welcomes and encourages all children to use our facilities and services. The responsibility for the care, safety and behavior of children using the library rests with their parents or guardians.

Children in 5<sup>th</sup> grade or younger may not be left in the department without a responsible guardian. A responsible guardian is considered to be an individual who is at least 16 and who can successfully meet all the needs of the child.

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

If it is determined that a child is lost or unattended a staff member will bring the child to children's services staff. The Children's Services staff member will try to locate the parent or responsible guardian.

## **7.2 Collection Development of Children's Department Material**

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.

### **Easy Picture Books**

The Easy collection is comprised of picture books of interest to all ages. Because the illustrations are the predominant feature, they are generally designed for adults to read to children. Although most books are designed for the young child, there are a growing number of books that are specifically written and illustrated for the older child. All picture books regardless of intended audience will be included in this area of the collection.

### **Beginning Readers**

Beginning readers are intended for Kindergarten through early 3<sup>rd</sup> grade. These books are characterized by a controlled vocabulary, large print, heavy use of illustrations and a limited number of pages. Books in this area will be subdivided into E1, E2, and E3. E1 readers are intended for emergent and early readers. E2 readers are intended for intermediate readers and those who are starting to read on their own. E3 readers are intended for advanced readers and those making the transition to chapter books.

### **Juvenile Fiction**

This area of the collection serves independent readers who are typically 2<sup>nd</sup> -5<sup>th</sup> grade. The books feature age appropriate vocabulary and subject matter. The books have a limited number of pages and very few illustrations.

### Juvenile Non-fiction

The juvenile non-fiction collection includes materials to serve the informational needs of children of preschool through middle school age. The subject matter, vocabulary and content is age-appropriate. Often this collection is also used by high school and adults who need basic information on a subject.

### Parenting Collection

The Parenting Collection is located in the Children's Department and offers a variety of books intended to support parents and caregivers.

### **7.3 Adult Use of the Juvenile Collection**

Adults visiting the Children's Department that are not in need of children's materials or not accompanied by a child may be asked to leave.

### **7.4 Programming**

Children's Department staff offer a variety of age-appropriate programs which foster an appreciation of literature, and promote the development of information literacy skills

### **7.5 Tours of the Children's Department 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.