

GREENSTONE PUBLIC LIBRARY BOARD
CHILDREN'S SERVICES POLICY

SUBJECT: Goals and Objectives
APPROVAL DATE: October 26, 2005

POLICY NO: CHI-1
MOTION NO: 05-030

The goal of public library service is to provide ready access to sources of information, knowledge and the creative imagination for all people of Greenstone. The intellectual growth of children, their cultural appreciation and recreational activities should be fostered through quality library service, delivered with consideration and respect.

GREENSTONE PUBLIC LIBRARY BOARD
CHILDREN'S SERVICES POLICY

SUBJECT: Groups To Be Served
APPROVAL DATE: October 26, 2005

POLICY NO: CHI-2
MOTION NO: 05-030

- 1.Children: Children up to the age of 14 years are the primary user group of children's services and materials.

2. Parents: Parents are the first access point for library service to infants, toddlers and pre-school children. In addition, parents need activities, which involve them with their children. Parents themselves may need information on a variety of topics such as parenting, child development and special concerns (e.g. hyperactivity, sex education, divorce, adoption, etc.).

3. Professional groups: Professionals who work with children often use the resources of the public library. Teachers, staff members in Daycare Centres, camp leaders or Scout/Guide leaders often need songs, games, read-aloud books, storytelling materials, puppetry and subject-related information.

4. Special interest groups: There are a number of special interest groups who may require special formats and materials including:
 - a) Children with disabilities
 - b) Children doing remedial work
 - c) Ethnic groups
 - d) Literacy groups
 - e) Students of the Early Childhood Education program
 - f) Home schoolers

5. Library staff: Resources are needed to generate ideas and support programmes in children's services. These include songs, games, crafts, books, videos, magazines, puppets, etc. In addition, staff require tools to assist in the selection of materials.

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SUBJECT: Children's Area

POLICY NO: CHI-3

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

1. The children's service area shall be distinct from the adult area as long as space is available. It is understood that children's areas are no longer places of silence, but interactive learning environments with flexibility towards noise.
2. The furnishings should be sturdy, washable and painted with non toxic materials. All of the furnishings in the children's area should be designed with children in mind. The height of shelves, chairs, tables, and catalogues must correspond to the height of the users. Consideration must be given to the disabled.
3. The children's library shall be well-lit and visually stimulating. Children should be able to readily distinguish their own area from the rest of the library.
4. Displays, posters, and other decorative elements shall be used to define the children's area, to promote library materials and programmes and to make the library inviting.
5. The children's area shall allow for access to this section by strollers, baby carriages and wheelchairs. Staff shall assist those in need at doors where possible.

GREENSTONE PUBLIC LIBRARY BOARD
CHILDREN'S SERVICES POLICY

SUBJECT: Materials Selection

POLICY NO: CHI-4

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

1. Materials for children shall be chosen in accordance with the library's overall collection development policy.

2. In addition to the collection development policy there shall be an emphasis placed on collecting award-winning children's titles and Canadian authors.

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CHILDREN'S SERVICES POLICY

SUBJECT: Collection Components
APPROVAL DATE: October 26, 2005

POLICY NO: CHI-5
MOTION NO: 05-030

1.Children are entitled to:

- a) a separately purchased collection which is designed to meet their needs from infancy to the end of childhood;
- b) a catalogue with author, title and subject area;
- c) a balanced collection to serve a wide variety of users and special needs of the community;
- d) a collection that is up-to-date, in good condition and generally attractive, and is organized for easy access and with children's capabilities in mind;
- e) a collection that includes literature of the highest quality to satisfy the wants and needs of children and to develop their human potential.

2. Book and non-book materials shall be available representing:

- a) Canadiana;
- b) French literature to meet the needs of the specific community;
- c) traditional literature including folklore and myths to convey a cultural heritage;
- d) popular and seasonal literature that reflects the constantly changing environment of children;
- e) literature designed to serve special groups such as disabled and gifted children, and beginning, reluctant and slow readers.

3. The collection shall include a variety of formats:

- a) Books: picture books; fiction in both hardcover and paperback; non-fiction on a variety of subjects; poetry books; non-circulating reference collection of encyclopaedias, standard reference works; indexes and other bibliographic aids;
- b) periodicals specifically written for children;
- c) pamphlets to enrich the book collection;

d) audio-visual materials, including story-books on tape, video-cassettes, CD-ROMs, etc; and the equipment to use these in the library;

4. A collection of adult materials on children's literature and reading, children's librarianship, child development and other aspects of the world of children is available.

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SUBJECT: Collection Maintenance

POLICY NO: CHI-6

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

To maintain a good collection, materials, particularly non-fiction, should be examined regularly for currency and accuracy of information, and for physical condition. Outdated, tattered and worn materials should be thrown out or set aside for the library's book sale. Replacement copies of withdrawn, but still relevant materials should be ordered.

The responsibility for removing outdated and damaged materials from the children's collection shall rest with the Librarian.

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SUBJECT: Collection Organization

POLICY NO: CHI-7

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

Fiction material: There shall be a separation between Easy reading (picture books) and Juvenile materials. Both shall be shelved alphabetically by author. The spines of the books shall be marked by a J (Juvenile) and E (Easy reading). Material may also be separated by language (English and French), and format (hardcover, paperback storybooks on tape, CD-ROMs, etc.).

Non-Fiction material: This material shall be organized according to the Dewey Decimal Classification System (DDC).

All materials in the children's library should be listed in the library's general catalogue.

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SUBJECT: Reference Services

POLICY NO: CHI-8

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

Reference service is a major responsibility of library staff working with children. Staff must be patient and receptive to the many questions asked by children. Library staff should conduct reference interviews to help understand what each child wants and needs. It is the responsibility of library staff to point out the variety of resources available in the library.

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SUBJECT: Programming

POLICY NO: CHI-9

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

The Librarian shall be responsible for developing a well-planned set of programmes for the children's library throughout the calendar year. Such programmes shall be conducted with the intent of bringing children and their parents into the library, promoting library services and fostering a love of reading.

Examples of such programmes include:

- pre-school programmes with finger games and songs
- story times for different ages
- summer reading activities
- class or club visits
- puppet shows
- videos, storybooks on tape
- reading clubs
- Ontario Public Library Week activities
- Family Literacy Day

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SUBJECT: Use of the Library Collection

POLICY NO: CHI-10

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

1. All children shall have access to all materials in the system, with the exception of video cassettes, Adult books-on-tape and Adult books-on-CD. If a parent or guardian wishes to limit their child's access to library materials, they should make this known to the child. The library cannot withhold circulating materials from any patron, regardless of age.

2. A parent or guardian, by signing the application for library membership, recognizes that a library card will be issued to his/her child and that the parent or guardian is responsible for the materials borrowed on the card.

3. A parent or guardian, by signing the application for library membership, also accepts responsibility for any loss of materials borrowed on that library card. He or she also accepts that the applicant will obey all rules and regulations of the Greenstone Public Library.

GREENSTONE PUBLIC LIBRARY BOARD
CHILDREN'S SERVICES POLICY

SUBJECT: Unattended Children

POLICY NO: CHI-11

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

The Greenstone Public Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. Sharing this environment with other people requires that all follow the Rules of Conduct posted in the library.

The Greenstone Public Library wants children to use its facilities and services. However, when children are left alone they may become frightened or anxious. If they wander through the building they may encounter hazards such as stairs, doors, furniture or electrical equipment. They may also become bored and restless and may disturb the enjoyment and work of others.

The safety of children left alone in the library building is a serious concern of the library staff. The responsibility for the safety and behaviour of children in the library rests with the parent/guardian or caregiver¹ and NOT with library personnel. Staff cannot be responsible for children who are unattended or demonstrating inappropriate behaviour. The following guidelines will be followed concerning the care and behaviour of children:

Children Aged 7 and under

Children aged 7 and under may not be left unattended in the library, except during scheduled library-sponsored programs. Following the program, the parent/guardian or caregiver of the child must return to the program area.

If a child in this age group is found unattended, the staff will attempt to locate the parent/guardian or caregiver. If they cannot be located in the building or at home within 30 minutes, the police may be contacted to pick up the child.

If a child in this age group violated the Rules of Conduct, the child and the parent/guardian or caregiver will be informed of the rules. If inappropriate behaviour continues, the child will be asked to leave the library.

¹ No person having charge of a child less than sixteen years of age shall leave the child without making provision for his or her supervision and care that is reasonable in the circumstances. Where a person is charged with contravening subsection (3) and the child is less than ten years of age, the onus of establishing that the person made provision for the child's supervision and care that was reasonable in the circumstances rests with the person. *Child and Family Services Act Chap. C.11 Sec. 79 (3) and (4).*

Children Aged 8 and Over

Children aged 8 and over may use the library unattended, subject to their adherence to the Rules of Conduct. However, parents should not use the library as an alternative to Daycare. For safety's sake, parents should make sure that their children are sufficiently mature before allowing them to visit the Library by themselves. Parents/guardians will be advised that if children misbehave, they may be asked to leave the library.

In any case where a child is asked to leave the library, the staff member involved may fill out an incident report form which will be filed with the Librarian.

The following policy will be followed for those children who cause a disturbance while in the library or on its premises:

1. The child will be told that he/she is causing a disturbance in violation of the Rules of Conduct.
2. On second offence, the library administration will notify the child's parents/guardians of unacceptable behaviour in the library or on its premises. He/She will be asked to leave that day and denied library privileges for up to 30 days.
3. On third offence, the individual will be denied library privileges for up to 6 months or an amount of time set by the Librarian.

Closing Time

Children who depend on a parent/guardian for transportation to return home must be picked up before the Library closes. The Library staff is not responsible for the care and supervision of unaccompanied children prior to opening or after closing.

The Library staff is also not responsible for children outside the building who await transportation or who are socializing. Parents/guardians or caregivers who are responsible for unattended children using the Library should be aware of the Library's hours and make arrangements to meet the children on time.

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SUBJECT: Public Library/School Liaison

POLICY NO: CHI-12

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

1. The information needs of school-aged children are influenced to a large extent by their school studies. Although the school library holds the primary responsibility for the provision of curriculum-related support material, the public library shall endeavour to provide additional resources and assistance when called upon. Co-operation and communication should exist between the public library staff and school staff to ensure that the best interests of children are served.

2. The public library staff can best acquaint students, teachers and school librarians with its resources and services by inviting classes to the public library for orientation visits.

3. Public library staff should keep local schools informed of forthcoming child-oriented programmes and events.

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SUBJECT: School Curriculum Support

POLICY NO: CHI-13

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

1. The public library's policy is to acquire a broad range of general information resources. It may occur that these materials meet the demands of school projects, but this is not the reason for their purchase. In view of the fact that the library does not buy multiple copies of books for school projects, efforts are made to ensure that alternate sources such as pamphlet file material, materials on local history and reference books are available.

2. The extent of help offered on school-related projects shall depend largely on the library staff member's perception of the student's ability and willingness to use the library resources - a judgement gained through a reference interview. This does not normally include the research for school projects which is expected to be part of the learning process. However, staff members will give necessary assistance required to enable students to find their own materials.

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SUBJECT: Library Code of Conduct

POLICY NO: CHI-14

APPROVAL DATE: October 26, 2005

MOTION NO: 05-030

1. Code of conduct in the library:

- Food or drinks will be permitted in designated areas of the Library only.
- Respect the right of others to use the Library. This means behaviour which interferes with this right, such as yelling, fighting or rough housing, will not be tolerated.
- All bags and backpacks must be left in a designated area of the Library, unless otherwise approved by the staff.
- No inappropriate language will be allowed in the Library.
- Theft of or damage to Library property will not be tolerated under any circumstances.
- No animals are allowed in the Library except for working animals (e.g. seeing-eye dogs).
- All complaints should be made in writing with all pertinent information. Complaints should be forwarded to the Librarian and/or CEO for further investigation.

2. Staff will warn offenders of these rules once. If inappropriate behaviour continues, the person or persons in question will be asked to leave the library. The parent or guardian may be contacted by Staff.

3. Questions from the public regarding the implementation of these rules shall be directed first to the Librarian and only to the CEO if the rules are still in question by the patron.

4. Library Staff are required to fill out an incident report form, depending on the severity, and to submit it to the Librarian each time someone is asked to leave the library.