

Topic: **Children's Services**

2.1 General Policies for Children's Services

Board Motion Number:	12.032
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	March 19, 2012
Date of Next Review:	March 2014
Attachments:	None

Signature of Board Chairperson (and Date):

POLICIES

A goal of the North Kawartha Public Library is to provide ready access to sources of information, knowledge and the creative imagination for all people of all ages.

The North Kawartha Public Library believes that the intellectual growth of children*, their cultural appreciation and recreational activities should be encouraged through quality library service, delivered with consideration and respect.

The North Kawartha Public Library believes that a children's collection in a small library is important because it encourages children to read and satisfies their curiosity and need for information about the world around them. For children, the library should be a place to explore, a place to return to time and again, a place where they will always be welcome.

The North Kawartha Public Library believes that children's services are as important a component of the library as any services offered to adults.

* A "child" is defined in these policies and procedures as an individual under the age of 13.

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2.2 Children's Area in the Library

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Attachments:	None

Signature of Board Chairperson (and Date):

POLICY

The North Kawartha Public Library will ensure that a well-planned children's area in the library is an invitation to young patrons to explore the library materials and services. The area will also be comfortable, colourful, welcoming and warm to children.

PROCEDURES

1. To determine the size of the children's area, the Library staff will consider the size of the population to be served, the size of the collection and the building design.
2. With regard to location, the children's service area shall be distinct from the adult area. The area shall be flexible with regard to noise, towards noise, to respond to the requirements of both adults and children.
3. The Library staff will ensure that furnishing in the children's area is sturdy, washable and painted with non toxic materials. All furnishings should be designed with children in mind: the height of shelves, chairs and tables must correspond to the height of the users. Consideration should be given to people with disabilities.
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. The children's area should be visually stimulating and children should be able to readily distinguish their own area from the rest of the library.
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.

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2.3 Contents of the Children's Collection

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Attachments:	None

Signature of Board Chairperson (and Date):

POLICY

The North Kawartha Public Library Board ensures that the children's collection is comprehensive enough to meet the needs of the community.

PROCEDURES

1. Materials for children shall be chosen in accordance with the Library's overall collection development policy.
2. Library staff will ensure that children have access to a separately purchased collection which is designed to meet their needs from infancy to the end of childhood.
3. Book and non-book materials shall be available representing: multiculturalism; First nations; Canadian; French literature; traditional literature including folklore and myths to convey a cultural heritage; popular and ephemeral literature that reflects the constantly changing environment of children; literature designed to serve special groups such as people with disabilities, gifted readers, and beginning, reluctant and slow readers.
4. The collection shall include a variety of formats: books (picture books; fiction in both hardcover and paperback; non-fiction on a variety of subjects; standard reference works; other bibliographic aids); periodicals specifically written for children; pamphlets to enrich the book collection; magazines, audio-visual materials, including story-books on tape, video-cassettes, CD-ROMs, etc; and the equipment to use these in the library; and regalia such as puppets.

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2.4 Maintenance and Organization of the Children’s Collection

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Attachments:	None

Signature of Board Chairperson (and Date):

POLICY

The North Kawartha Public Library will ensure the maintenance and organization of a comprehensive children’s collection.

PROCEDURES

1. The Librarian, in conjunction with the CEO, is responsible for the selection, maintenance and organization of the children’s collection and when possible, in conjunction or consultation with the schools upcoming selections.
2. 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.
3. Fiction material shall be separated into Easy Reading (ER) Junior Pictures (JP), Juvenile (J), and Young Adult (YA) materials. They shall be organized alphabetically by author. The spines of the books shall be marked by an ER, JP, J and YA to denote the categories noted above. Material may also be separated by language (English, French and Spanish), and format (books, storybooks, tapes, CD-ROMs, etc.).
4. Non-Fiction material shall be organized according to the Dewey Decimal Classification System (DDC).
5. All materials in the children’s library will be listed in the Library's automated catalogue.

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2.5 Reference Services and Reader's Advisory for Children

Board Motion Number:	12.032
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Attachments:	None

Signature of Board Chairperson (and Date):

POLICY

The North Kawartha Public Library will ensure that reference services and reader's advisory are available for children.

PROCEDURES

1. Reference service shall be a major responsibility of library staff working with 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.
2. Readers' advisory service involves the process of connecting readers (and viewers) to materials they want or need -- "the right book for the right child at the right time". It is providing and sharing knowledge of materials that make up the collection and taking the time to help each child find books he or she will enjoy reading. It requires a broad collection of material selected with children's interests in mind.

Reference service and readers' advisory for children shall take into account the policies and procedures in place in the Library for adults.

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2.6 Children’s Programming

Board Motion Number:	12.032
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Date of Current Issue:	March 19, 2012
Date of Next Review:	March 2014
Attachments:	None

Signature of Board Chairperson (and Date):

POLICY

The North Kawartha Public Library will ensure that there is 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.

PROCEDURES

1. The C.E.O shall be responsible for overseeing the development, implementation and accountability of children’s programming.
2. The requirements for children’s programmes will depend on the needs of the community. Examples of such programmes might include:
 - pre-school programmes with finger games and songs
 - story times for different ages
 - summer reading activities
 - summer cyber camp
 - class or club visits
 - puppet shows
 - videos, storybooks on tape, DVD’s and CD Roms
 - library/homework clubs
 - Public Library Week activities
3. Programming for children shall take into account the policies and procedures in place in the Library for adults.

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2.7 Library Access and Use by Children

Board Motion Number:	12.032
Date of Original Board Motion Number:	November 19, 2007
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Attachments:	3. Child Accompaniment Policy 2. Rules of Conduct in the Library 1. Open Access Policy for Children

Signature of Board Chairperson (and Date):

POLICY

The North Kawartha Public Library Board will ensure that the access to the Library and use of the Library by children is consistent with Ontario Library Association statements on children’s rights in the public library.

PROCEDURES

1. A parent or guardian of a child under the age of 13, by signing the application for Library membership, recognizes that a card will be issued to their child and that the parent or guardian is responsible for the materials borrowed on the card.
2. 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. (Please see Attachment 1.)
3. A parent or guardian by signing the application for Library membership also accepts responsibility for any loss or damage incurred through the use of that Library card. He or she also accepts that the applicant will obey all rules and regulations of the North Kawartha Township Public Library. (Please see Attachment 2.)
4. While the Library welcomes children using its services, parents and guardians of children requiring supervision are reminded that small children should not be left unattended on or about the premises. Children are the responsibility of their parent or guardian. (Please see Attachment 3.)
5. Policy statements (Attachments 1, 2 and 3) will be prominently displayed/available in the Library.

Attachment 1. Open Access Policy for Children

Open access policy to be attached to a registration form:

"I understand and agree that my child (individuals under the age of 13) will have unrestricted access to all Library materials.

By signing this application for Library membership, I understand that a card will be issued to my child and I agree to be responsible for the materials borrowed on this card.

I also agree to be responsible for any loss or damage incurred through the use of a Library card issued as a result of this application and further agrees that the applicant will obey all rules and regulations of the North Kawartha Public Library.

I understand that if I wish to restrict my child's access to the Library collection, I would not have given my signed consent to this application for Library membership and that I may instead accompany my child and permit borrowing of Library materials using my parent/guardian membership card."

Letter concerning the library's open access policy:

Dear Parent or Guardian,

The North Kawartha Public Library is pleased to see children (individuals under the age of 13) develop good library habits at any early age. These include properly taking care of books and other library materials, responsibility for materials checked out, and returning books on time, so that others may use them. We urge you to make these good library habits known to your children at the time a library card is issued.

You should be aware that Library policy permits all children access to "materials in the system. As a parent or guardian, if you desire to limit your child's access to library materials, you should make this desire known to your child. The library cannot withhold circulating materials for any patron, regardless of age.

There are special regulations governing the use of reference materials and rare and expensive collections. Users should ask a Library staff member regarding their use, when special needs arise.

Attachment 2. Rules of Conduct in the Library

Food or drinks permitted only in designated areas of the Library.

Respect the right of others to use the Library. This means behaviour which interferes with this right will not be tolerated. (Examples are yelling, fighting or rough-housing.)

No animals allowed in the Library except for working animals (e.g. seeing eye dogs).

No use of inappropriate language (e.g. swearing).

Staff will warn offenders of these rules once. If behaviour continues, the person or persons in question will be asked to leave the Library. The parent or guardian will be contacted where possible by staff

Questions from the public regarding the implementation of these rules shall be directed to the C.E.O.

Staff is required to fill out an incident report form and to submit it to the C.E.O each time someone is asked to leave the Library.

Attachment 3. Child Accompaniment Policy

The policy of the North Kawartha Public Library regarding children left unattended in the library states:

"While the Library welcomes children using Library services, parents and guardians of children requiring supervision are reminded that small children should not be left unattended in or about the Library premises. Children are the responsibility of their parents/guardians."

Please stay with your small children while you are in the Library and do not leave them in the care of Library staff.

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2.8 Library - School Liaison and Curriculum Support

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Attachments:	None

Signature of Board Chairperson (and Date):

POLICY

Although the school library holds the primary responsibility for the provision of curriculum-related support material, the North Kawartha Public Library shall endeavour to provide additional resources and assistance when called upon and to co-operate with school staff.

PROCEDURES

1. Library staff should keep local schools informed of forthcoming child-oriented programmes and events.
2. The 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.
3. The extent of help offered on school-related projects 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.