
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: C9 - Children's Services Policy

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OBJECTIVE: To have a set of established policies governing services to Children.

DATE OF APPROVAL: May 26, 2016

MOTION: 16-44

DATE OF AMENDMENT AND MOTION:

Policy Statement

The Township of Uxbridge Public Library provides library service for children of all ages to assist in developing the full potential of each child. The Township of Uxbridge Public Library Board endorses the Children's Rights in the Public Library, adopted at the Ontario Library Association Annual General Meeting, November 1998. (See Addendum).

Policy Practices**1) The Children's Area**

The library provides a warm and inviting atmosphere for children by:

1. Assigning an area specifically designated for children.
2. Having a specifically designed programming room separate from daily library service area.
3. Having furniture, shelving and equipment which are accessible to children.
4. Using displays of library materials, posters and other decorative elements that will engage children.
5. Providing clear and legible signage for children and parents.
6. Having easy access for strollers and wheel chairs.

2) Staffing

The library provides trained staff that has rapport with children by:

1. Employing a qualified staff to oversee children's services.
2. Identifying and pursuing an active program of ongoing staff training and

- professional development in children's services.
3. Ensuring that staff that is involved in children's services receives training in children's services in order to provide knowledgeable library service.

3) The Collections

The library provides a wide range of materials in all formats and reading levels to fulfill the informational, cultural, learning and leisure needs of children by:

1. Having a collection development policy that ensures all the varied characteristics inherent in a children's collection are met. (See Policy C3 - Content of the Children's Department).
2. Evaluating and weeding the children's collection on an ongoing basis.
3. Organizing the children's collection for easy access with children's reading levels, interests and purposes in mind.
4. Ensuring that adequate funds be made available to build a collection that is current, attractive and broad in scope.
5. Having a variety of formats that include talking- books, music, DVDs, and print collections that will interest and encourage children to read.
6. Providing materials that represent Canadian, multicultural and bilingual literature, traditional and popular literature, and literature designed to serve special groups, keeping in mind the needs of all children in the community.
7. Purchasing materials that support school curriculum.

4) Computer literacy

The library provides children with the opportunity to learn and develop computer literacy skills by:

1. Providing computer literacy work stations that are specifically designed for them in terms of subject content and accessible language.
2. Providing children and their caregivers with instruction on the use of these computers as needed.
3. Providing Internet access

5) Intellectual Freedom

The library provides children with open access to information and facilities throughout the library by:

1. Providing library service for children with the same respect and consideration assured to all patrons.
2. Ensuring that library procedures support the Children's Services Policy.
3. Ensuring that parents have access to policy statements regarding open access.
4. Giving children, from birth the right to have their own library card.
5. Having a library that is open during the times when children are available to visit and providing adequate staff for full library service for children.

6) Programming

The library provides programming for children, to stimulate the imagination, foster the joy of reading, support learning and encourage the use of library collections and resources. The library will accomplish this by:

1. Providing a variety of programs to further the informational, cultural, learning and leisure interests for children of all ages.
2. Ensuring that adequate funds are made available to support all children's programs.
3. Cooperating with schools and other community agencies in providing children's programs.

7) Reference and Reader's Advisory

Library staff working with children connect the child with the materials they want or need by:

1. Employing the same knowledge and expertise assured to all library patrons.
2. Keeping in mind not only the interests or educational needs of the child, but the age, grade and the reading level of the child.
3. Ensuring a broad collection of material selected with children's needs in mind.
4. Including equal opportunities to reserve materials from within the library and through the provincial interlibrary loan resource - sharing network.
5. Offering free internet access to children in accordance with established

board policy. (See A6 - Internet Access Policy).

8) Community Outreach

The library communicates and cooperates with other community groups and organizations devoted to serving children by:

1. Actively pursuing partnerships with and continued cooperation with schools, the Early Years Centre and other community groups
2. Providing library expertise and support for community groups and organizations serving children.

9) Promotion

The library promotes library's services to children by:

1. Publicizing library programs and services for children on a regular basis using local media, in-house posters, the library website, eNewsletter, newsletter, Township page, etc.
2. Producing publications related to children's services and programs as a regular and ongoing part of the library's publicity program.

10) Curriculum Support and Class Visits

The library supports the informational and leisure reading needs of school - age children by:

1. Supporting the school curriculum by purchasing curriculum - related materials.
2. Inviting classes to the library for orientation, and to acquaint students, teachers and school librarians with its resources.
3. Offering special programs and events.

11) Rights and Responsibilities of the Parent/Caregiver

The library expects parents to:

1. Monitor and guide the use of services, equipment, and collections by their children.

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2. Be responsible for borrowed materials and fines incurred by their children.
3. Not leave their children unattended in or about library premises (Policy A3 - Unattended Children).

This policy replaces: C1 - General Children's Policy, C2 - Children's Area in the Library, C5, Reference Services and Reader's Advisory for Children Policy, C6 - Library Access and Use by Children Policy, and C8 - Library-School liaison and Curriculum Support Policy.