

# **LP 117 Children's Services Policy**

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## **1. Building**

The Library provides a pleasant and inviting atmosphere for children by:

- Assigning an area specifically designed for children.
- Having an area specifically designed for children's programming separate from daily library service areas.
- Having furniture, shelves, and equipment that are designed for and accessible to all children.
- Ensuring that signage is clear and legible for children.

## **2. Staffing**

The Library provides trained staff with a rapport with children, by:

- Employing a children's librarian as a specialist.
- Ensuring that all staff in children's services are eligible to serve on committees and attend workshops, courses and conferences related to the entire library field.
- Identifying and pursuing an active program of ongoing staff training and professional development in children's services.
- Ensuring that staff receive training in children's services in order to provide knowledgeable library service.
- Ensuring that advancement is not restricted for children's services staff.

## **3. Resources**

LP 117 Children's Services Policy  
County of Prince Edward Public Library & Archives

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

- Ensuring a material selection policy that reflects the characteristics inherent to the children's collection.
- Evaluating the children's collection on an ongoing basis.
- Ensuring that adequate funds be made available to support the development of a children's collection that is up-to-date, in good condition and generally attractive.
- Ensuring that the children's collection is organized for easy access and with children's capabilities in mind.
- Providing materials representing Canadiana, multicultural, and bilingual literature, traditional literature, literature designed to serve special groups and popular and ephemeral materials, keeping in mind the needs of the children in the community.

#### **4. Intellectual Freedom**

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

- Providing library service for children with the respect and consideration assured to all patrons.
- Ensuring that library procedures support the Children's Services Policy.
- Ensuring that the public has access to policy statements.

#### **5. Programmes**

The Library provides programmes for children, both in and out of the library, to stimulate the child's imagination and to learn and to promote the use of the collection by:

- Ensuring that adequate funds are made available to support all children's programmes.
- Providing a variety of programmes furthering the informational, cultural, learning and leisure interests of all ages.
- Co-operating with community agencies and schools in providing children's programmes.

## **6. Promotion**

The Library actively promotes a variety of formats of Library services to children by:

- Publicizing library activities and services for children on a regular basis utilizing local media.
- Producing publications related to children's services and activities as a regular and ongoing part of the County of Prince Edward Public Library's publicity programme.
- Posting information on the Kid's Corner section of the website.

## **7. Community Outreach**

The Library communicates and cooperates with other community groups and organizations devoted to serving children.

- Actively encouraging the continued cooperation of schools and other community groups in the use of the Library.
- Providing expertise and support for community groups and organizations serving children.

LP 117 Children's Services Policy  
County of Prince Edward Public Library & Archives

- Participating in community collaborative efforts as appropriate opportunities arise.

## **8. Rights and Responsibilities of the Parent**

The Library expects parents to:

- Monitor the use of services and collections by their children.
- Be responsible for borrowed materials and replacement fees incurred by their children.
- Not leave children requiring supervision unattended, in or about the Library premises.
- While the Library tries to make all Internet terminals visible, staff cannot always monitor Internet use.