

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:
Patrons' Services

Number:
C-3

Title:
Children and Youth Services

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Adopted: January 2001
Revised: June 2014, January 2016

Reviewed: January 15, 2020;

Policy

The Burk's Falls, Armour & Ryerson Union Public Library recognizes that the needs of young people are important in their own right: that their intellectual growth, their cultural appreciation and recreational activities should be fostered through quality library service, delivered with consideration and respect. This policy sets out the services to be offered for children and youth.

Rights of the Child

Burk's Falls, Armour & Ryerson Union Public Library endeavours to provide this service based on the principles stated in the Ontario Library Association's [*Children's Rights in the Public Library*, 1988](#). See Appendix 3.

Procedures

Section 1: Scope

1. The services described in this policy are intended to meet the needs of children and youth, as well as parents, guardians and adults who work with children or are interested in children's literature.

Section 2: Services

1. Collections:
 - a) The Chief Executive Officer (CEO) will ensure the maintenance and organization of a comprehensive collection for children and youth, based on the Collection Development Policy B-2.
 - b) The children's and youths' collections will meet high standards of quality and reflect the changing educational needs and personal interests of children and youth as well as trends in society.
 - c) The staff will develop profiles of the collections to define the scope and to address the issues of:
 - i. Canadian authors and content
 - ii. award-winning titles
 - iii. non-fiction material that complement the local school curriculum
 - iv. age appropriate formats
 - v. print disability format and material

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2. Reference and Readers Advisory

- a) The qualified staff will utilize the full range of collections, technology and methods to answer all users' requests for advice on selecting books and for information, regardless of age and without judgment, with confidentiality and respect.
- b) Library staff should conduct interviews to better understand what each child and teen wants and needs.
- c) Library staff will point out the variety of resources available in all areas of the library as appropriate.

3. Programmes:

- a) The library will provide programming for children, youth and parents, both in and out of the library, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning and use of the library.
- b) The library will provide educational, entertaining and literature related programmes and support for children and youth, such as:
 - i. programmes for parents/guardians, adults, caregivers that will educate them on the importance of early literacy, the role of the library in their children's lives, and the support the library can offer them
 - ii. programmes for classes, children's groups (e.g. Brownies), daycare, etc., depending on age, will emphasize early literacy and library orientation, and that encourage reading for leisure, or highlight various aspects of the collection
 - iii. programmes for summer, school breaks and professional development days will be primarily book based and will highlight various aspects of our collection while encouraging reading for pleasure or leisure activities.
- c) The staff will actively involve youth in planning and implementing programmes for this age group.
- d) The number of participants for all programmes will be restricted based on size of the facility, fire department limits, staff supervision available, etc.; this will be enforced by the library staff in charge.
- e) Some programmes may limit the age of children or youth and the number of children per accompanying adult. This limit may be enforced by the staff as the programme is designed for maximum benefit to the child/parent/guardian through one on one interaction. Leniency is given to parents of more than one child.

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Section 3: Library Space

1. The library will provide well-planned areas for children and youth that are distinct from the adult area.
2. These areas should be visually stimulating so that children and youth are able to readily distinguish their own space from the rest of the library.
3. These areas will have furniture, shelves and equipment that are designed for and accessible to all children.
4. The library will ensure that signage is clear and age appropriate.
5. The children's and youth areas are interactive learning environments where controlled noise levels are tolerated and where young users are invited to explore the library materials and services in their own way.

Section 4: Staffing

1. The board will support a programme of ongoing staff training and professional development in children's and youth services.
2. The CEO will ensure that all staff members assigned to children's and youth services receive appropriate training to provide knowledgeable library service.
3. While library staff will assist young people with finding materials, using the Internet or attending programs, they do not act in "loco parentis". Parents/guardians are responsible for their children's use of the library.

Section 5: Advocacy for Children and youth

1. The library will advocate for children's and youth services in the community by:
 - a) collaborating with agencies to promote early literacy, love of reading, life-long learning and children's and youths' health and well-being
 - b) seeking support for children's and youth services from community organizations, fundraising, donations, etc.

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- c) networking with other agencies who provide service to children and youth in the community, region and province
- d) communicating with principals, teacher librarians and teachers in the community
- e) promoting the children's and youth services and collections to groups who could benefit from them (schools, daycares, etc.)
- f) welcoming class visits and orientation for school children and home schooled children