

# Georgina Public Library Board Policy Manual

## Policy Title: Children's & Youth Services (CYS)

### ***Intent***

1. To foster the intellectual growth, cultural appreciation, and recreational activities of the children in the community
2. To provide for children of all ages, library services which will assist in developing the full potential of each child.
3. To nurture the love for literature and lifelong learning
4. To promote literacy and a lasting connection to the library
5. To provide a pleasant and inviting atmosphere for children
6. To honour the OLA Position on Children's Rights in the Public Library (see Appendix "A" to this policy)

### **COLLECTION AND ADVISORY SERVICES:**

1. The Children's and Youth Services Librarian ensures the maintenance and organization of comprehensive children's and youth collections, based on the Materials Selection Policy. Collections are current, in good condition, generally attractive, and are organized for easy access with children's/youth capabilities in mind. Collections, including digital collections, are evaluated on an ongoing basis.
2. CYS collections meet high standards of quality and reflect the changing educational needs and personal interests of children and youth in our community, as well as trends in society.
3. Library staff utilize the full range of collections, technology and methods to answer all users' requests for advice on selecting materials and for information, regardless of age and without judgment, with confidentiality and respect.

### **PROGRAMS**

The library provides programming for children, youth and parents/guardians, both in the library and in the community, to stimulate creative potential and to encourage and facilitate the habit of reading, independent learning, intellectual curiosity, and use of the library.

1. Programs provided, within fiscal realities, include entertaining, creative and literature related programs, such as: adult/child early literacy programs, student and group literacy and library orientation, programs for school breaks including summer reading club, programs that support the needs and interests of

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- the community, including digital literacy and technological literacy.
2. Youth will be actively involved and engaged in the planning and implementation of programs for their age group.
  3. Number of participants in any program may be subject to restrictions, based on size and capacity of the facility, and staff supervision availability; limits will be enforced by the staff member in charge.
  4. Some programs may limit the age of participants and number of children per accompanying adult; this is designed for maximum benefit of participants, and will be enforced by staff. Effort will be made to accommodate parents of more than one child.

## LIBRARY SPACE

1. The library provides well-planned areas for children and youth, distinct from adult areas.
2. These areas are visually stimulating, easily identified, and have furniture, shelves and equipment designed for and accessible to the age group.
3. Signage is clear and age appropriate.
4. CYS 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.

## STAFFING

1. A CYS Librarian is employed as part of the management team, responsible for planning and implementing services for children and youth, collection building and maintenance, staff supervision.
2. CYS Assistants are employed to deliver programs and services at all branches of GPL.
3. Staff participate in ongoing staff training and professional development appropriate to their positions and responsibilities, to ensure their abilities to provide knowledgeable library service and plan appropriate/current programming. Staff are encouraged to participate in committee work, attend workshops, courses and conferences as appropriate.

**While library staff will assist young people with finding materials and resources, using the internet or attending programs, they do not act "in loco parentis". Parents or guardians are responsible for their children's use of the library**

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## and library materials and services, in accordance with the Supervision of Children Policy.

### ADVOCACY

The library advocates for children and youth in the community by:

1. Collaborating with agencies to promote early literacy, love of reading, lifelong learning, health and well-being of children and youth;
2. Seeking support for CYS from community organizations, fundraising, donations, etc.;
3. Networking with local, regional, and provincial agencies who provide services to children and youth;
4. Welcoming class visits and orientation for school children and home schooled children;
5. Providing active outreach to schools, daycares, community groups, agencies and community events, within available resources.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	April 19, 2007
Board Adoption:	April 19, 2007
Revised & adopted	March 26, 2015

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## **Appendix A: OLA Position on Children's Rights in the Public Library**

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.