



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Children's & Young
Adult Services #1

SUBJECT: General Services

POLICY REPLACING: Operational
Policy May 2003

BOARD APPROVAL DATE: January 13, 2015

PAGE: 1 OF 2

RATIONALE:

The Bracebridge 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 services, delivered with consideration and respect. This policy sets out the services to be offered for children and young adults.

DEFINITIONS:

Children:

Refers to individuals who are not yet in high school.

Young Adult:

Refers to an individual who is not defined as a child and is under the age of 18 years.

BACKGROUND:

The Bracebridge 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*, see Appendix A.

POLICY STATEMENT:

The services described in this policy are intended to meet the needs of children and young adults, as well as parents, guardians and adults who work with children or who are interested in children's literature. The Library shall provide materials, programs, and services to meet the informational, cultural, recreational, and leisure needs of children.

Excluding Internet, children are entitled open access to information and facilities throughout the library. Young adults are allowed open access to the Internet.

All regularly offered services to children and young adults are free of charge, including Reference, Interlibrary Loan, most programs, and reserves. Special programs may be offered with a nominal cost to defray expenses incurred by the library.

The Board recognizes the need to provide a transition from the Children's Department to the Adult Department by providing materials and services to meet the unique needs of the young adult demographic.

Collections - Children's and young adults' collection shall be balanced to serve a wide variety of users and follows the guidelines of the Bracebridge Public Library Collection Development Policy #1 – General Collection Development (May 13, 2014). Older children are encouraged to use both the young adults' and the children's collections. If these collections cannot supply the required materials, a staff member will try to supply it from the adult collection.

Reference and Readers Advisory – Children and young adults are entitled to the same quality Reference Service and Readers Advisory as is available for adult patrons. These services shall be provided by trained staff who are familiar with the full range of the Library's collection and reference tools.



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Children's & Young
Adult Services #1

SUBJECT: General Services

POLICY REPLACING: Operational
Policy May 2003

BOARD APPROVAL DATE: January 13, 2015

PAGE: 2 OF 2

Interlibrary Loan – Children and young adults are entitled to the same Interlibrary Loan Services as is available to adult patrons.

Programs and Exhibits - The Library shall provide programs and exhibits for children, young adults and parents, both in and out of the Library to stimulate the creative potential of the child and young adult, and promote the use of the collection. The staff shall establish channels of communication with community agencies and groups dedicated to serving children and young adults. The Board encourages cooperation with the Trillium Lakelands District School Board and the Simcoe County Roman Catholic Separate School Board to ascertain children's and young adults' concerns, needs and social trends.

RELATED DOCUMENTATION:

Collection Development Policy
Standard of Acceptable Behaviour Policy
Children's & Young Adult Services #2 - Safe Child Policy

PREVIOUS REVISIONS: None

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.