



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Children's & Young Adult Services #1

SUBJECT: General Services

POLICY REPLACING: January 13, 2015

BOARD APPROVAL DATE: January 12, 2020

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### RATIONALE:

The Bracebridge Public Library (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.

### 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 endeavours to provide this service based on the principles stated in the Ontario Library Association's (OLA) Children's Rights in the Public Library, see Appendix A.

### 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.

### APPLICATION:

The Library shall provide materials, programs, and services to meet the informational, cultural, recreational, and leisure needs of children.

Services to children and young adults are free of charge unless otherwise defined. Special programs may be offered with a nominal cost to defray expenses incurred by the Library.

The Library 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.

**Internet** - As with all library materials, a child's access to the Internet is the responsibility of the parent or guardian. It is required that children who have not yet begun high school must either be supervised by a parent/guardian while accessing the Internet in the Adult Department or have a parent/guardian come into the library to sign a permission form authorizing Internet use on the Adult computers. Young adults do not require parental permission. Access to the Internet computer in the Children's Department will be overseen to the best of our ability.

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

**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



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be provided by trained staff who are familiar with the full range of the Library's collection and reference tools.

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

**Programs and Outreach** - The Library shall provide programs and outreach for children, young adults and parents, whether in the Library or in the community to stimulate the creative potential of the child and young adult, and to 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 Library encourages cooperation with school boards and other educators to ascertain children's and young adults' concerns, needs and social trends, and provide support for school curriculum.

#### RELATED DOCUMENTATION:

Collection Development #1- General Collection Development  
Children's & Young Adult Services #2 - Safe Child Policy  
OLA Position on Children's Rights in the Public Library  
Facilities Use #4 - Acceptable Computer & Electronic Devices Use  
Parental Internet Permission form  
Circulation Policy #6 - Interlibrary Loan

#### PREVIOUS REVISIONS:

Operational Policy May 2003  
Children's & Young Adult Services #1 - General Services, January 13, 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.