



# Children's Programming Policy

## **Mission**

The purpose of children's programming is to support the library's emphasis on stimulating enthusiasm of young children for reading and learning. Programming will promote awareness and the use of library resources and educate children in a variety of topics. Additionally, it is the Library's goal to help increase library usage by under-served populations. Children's programs are aimed to entertain children with the hope of making them lifelong readers and users of the Library.

## **Program Categories**

The Library provides two types of programs:

- **Library Initiated:** These programs are originated, planned, administered, funded, and publicized by the Library.
- **Co-Sponsored:** These programs are provided jointly with an organization/individual/performer, which may share with the library, or assume entirely, the responsibility for planning, administering, presenting, and publicizing the program. Co-sponsorship of a program with an organization does not imply that the Library endorses or supports other activities of that organization.

Children's Programming may include storytimes, book discussions, craft programs, visiting performers/crafters, instructional classes, musicians, and other literacy-based programs.

## **Guidelines for Children's Programs: Registration and Attendance**

- All of the Chili Public Library children's programs are open to the general public. Some programs may require pre-registration and may fill quickly. Programs are often planned to accommodate a limited number of children. This is done to ensure that children receive the attention they deserve and benefit from the activities in the program as well as limited space and materials. The presenter and/or organization may charge a fee for supplies or materials.
- Most programs are advertised for specific ages of children. These programs have been planned so that they are developmentally appropriate for children of that age. Please understand that age limitations are important and are implemented for the benefit of all the children. No individual older than 12 years of age may register for any children's program, unless otherwise specified in library publicizing.
- Should the Library need to cancel a program/storytime due to weather conditions or other unforeseen circumstances, the Library is under no obligation to make up the missed event.
- We do maintain waiting lists in the event another child needs to cancel. If for any reason your child is unable to attend a program after signing up, please call the library. In that

case, children on the waiting list will be called in the order of placement on that list. Patrons who repeatedly fail to attend programs they have registered for will be refused admittance or placed on a waiting list for future programs. It becomes the discretion of the librarian to refuse patron admittance to a program if they fail to arrive within 15 minutes of the beginning of the program and have had a history of this behavior.

- Please arrive on time. Late arrivals can upset program participants and be disruptive to the presenter.
- All children must be registered for programs individually by their parent and/or legal guardian. We will not accept registration for extended family members or neighbors. Please remember, we do not have the space or resources available for unregistered guests. Because of the great number of local organizations and clubs, we cannot allow any groups (church youth groups, girl/boy scouts, home school groups, daycare centers, or preschools) to sign up for general children's programs. If these groups wish to have a program at the library, they must see the children's librarian. See *Services to Organized Groups, below*.

### **Parental Supervision During Library Programs**

To ensure the safety of children attending programs, we ask that parents/caregivers be responsible for monitoring the activities and regulating the behavior of their children. It is the policy of the Library that all children eight years of age and under must be under the direct supervision of their parent/guardian during such programs. Children not properly supervised may be asked to leave the program. For older children, we request that parents remain in the library as we are a large and public facility. A parent's presence in the building during a program helps to ensure the children's safety.

### **Services to Organized Groups**

**(Teachers, preschools, daycare facilities, church groups, home schooling groups, scout troops)**

- The Library is willing to cooperate with area public, private and home schools to promote good reading habits with students and assist in supporting the curriculum being utilized.
- Classes are welcome to visit the Library for stories, research, and tours at the discretion of the librarian. It is requested that teachers/caregivers call the Library at least three (3) weeks before bringing in a class or group. This will allow the Library to ensure that proper staffing is available as well as avoid conflicts with other library events and existing storytime programs.
- Crafts programs are at the discretion of the librarian.

### **Outreach**

The Chili Public Library is willing to provide storytimes to local daycare centers and preschools. The Library is committed to reaching toddlers and preschoolers who would not be able to attend traditional programming at the library. This gives the children's staff an opportunity to introduce themselves to children in the community so that the library may become a regular part of their lives.

- When scheduling a storytime, the facilities must make arrangements three (3) weeks prior the day desired to allow for adequate planning and staffing adjustments.

- Scheduling changes/cancellations are at the discretion of the librarian, as situations may arise at the Library that takes priority.

### **Use of Food**

No homemade food may be brought or used in any programs. All food must be peanut free and prepackaged or purchased from a licensed bakery/restaurant. With food allergies being a concern, parents must be able to read the label on any food products in our programs to ensure the safety of their children. We also ask that parents who attend programs and bring a snack for their child ensure that it is also peanut-free.

### **Marketing/Advertising of Programs**

The Chili Public Library does the following to promote children's programming in an effort to inform the public of the Library's services and programs:

- Prepare and distribute flyers/brochures advertising specific programs or activities. These will be distributed in-house and/or personally delivered to local schools
- Press releases will be sent to local publications.
- The Chili Public Library's website will contain up to date information regarding children's programs.

The Library will make every effort not to duplicate programs offered by other entities. The Library will cooperate with other agencies and organizations in preparing and presenting programs in order to avoid duplication of effort and programs and to share resources.

### **Situations Not Covered**

The Children's Librarian and/or the Library Director will resolve any situation not specifically covered above.

**The Chili Public Library welcomes people of all abilities to participate in our programs. Please let us know if you will need any special accommodations.**

**Approved by the Library Board of Trustees – 1/27/09. Revised 3/2008, 3/2007, 10/2011.**