

GRAND VALLEY PUBLIC LIBRARY
SERVICES OF THE LIBRARY

Date of Review: April 9, 2014 **Motion# :** 7

Chairperson's Signature:

LIBRARY MATERIALS

The Library initiates programs, exhibits, book lists, etc. to stimulate the use of the library. The Library maintains a balance of services for the enlightenment of people of all ages.

OTHER SOURCES OF INFORMATION

The Library accepts responsibility for securing information beyond its own resources by:

collecting information about and listing for referral, resources, agencies, institutions, organizations, and individuals in and beyond the community, in the Library, and via our website

borrowing for patrons, where feasible, materials which are not owned by the Library and cannot be purchased or materials for which the demand does not justify the purchase.

COOPERATION WITH COMMUNITY AND OTHER INSTITUTIONS

The Library cooperates with other community agencies and organizations to:

- determine and meet the education needs of the community;
- help with community programs through such services as special bibliographies, materials, and exhibits.
- share resources and expertise, thereby providing the community with optimum library service.
- lend to other libraries available materials which are requested for their patrons.

SPECIAL SERVICES

Through the provision of a "shut-in" service the Library serves those members of the community who for reasons of health or due to a physical disability are unable to visit the library building.

The Library serves the members of the community who require special library materials through the provision of books on CD, eBooks, large print books, reading glasses and an accessible computer workstation. The accessible workstation is wheelchair accessible and includes a scanner, JAWS professional, Dragon naturally speaking, large print keyboard, Zoom Text magnifier/reader, extra large monitor and Kurzweil learning software.

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The Library is also part of the CNIB Partnership Program, providing materials such as books on CD to the sight impaired.

The Library serves those members of the community whose language is other than one of the two official languages of Canada through the provision, where possible, of library materials in that language.

The Library serves new immigrants by providing materials such as English as a second language.

The Library has wheelchair accessibility inside and outside of the building.

The Library has a walker available..

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CHILDREN'S SERVICES

In a small community, the Public Library is often the only source of information and recreational materials available to the public. A children's collection in a small library is important because it encourages children to read and satisfies their curiosity and need for information about the world around them. For children, the library should be a place to explore, a place to return to time and again, a place they will always be welcome.

Children services and early literacy are as important a component of the library as any services offered to adults. In order to provide library services to children, a number of things will be considered - potential audience, facilities, collection and services.

1. Children.

Children are the primary user group of children's services and materials. The material can be for infants, preschoolers, and elementary children to about grade six or seven.

Different children can use the various types of material at different times. For instance, a baby enjoys the sound of voices and responds to rhymes and rhythms; this is the time to introduce lullabies and nursery rhymes. By about six months, an infant is able to focus attention on pictures and is attracted to books with bright primary colours and simple shapes. At about one year, children point to familiar objects and board books are a good choice. Between the ages of three and five, children enjoy stories that feature aspects of the real world such as people at work, vehicles and animals. Picture books, however, are suitable not only for preschoolers and primary grades but also for upper level students, perhaps as a discussion book.

2. Parents.

Parents are the first access point for library service to infants, toddlers and preschool children. In addition, parents need activities which involve them with their children. The Library provides information on a variety of topics such as parenting, child development and special concerns (e.g. hyperactivity, divorce, adoption, etc.)

3. Professional groups.

The Library provides resources to professionals who work with children. Teachers, staff members in day-care centres, or camp leaders often need songs, games, read-aloud books, storytelling materials, and puppetry ideas.

4. Special interest groups.

The Library will do its best to accommodate special interest groups, who may require special formats and materials including:

- children with disabilities
- children doing remedial work
- ethnic groups
- literacy groups may wish to use appropriate reading material
- adult students of childhood education classes

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5. Library Staff

Library staff are also users. Resources are needed to generate ideas and support programs in the children's department. These include songs, games, crafts, books, movies, magazines, puppets, etc. In addition, staff require tools to assist in the selection of materials.

FACILITIES - SPACE

The Library has a designated children's area for the children's collection. The area has shelves appropriate for children and is colourful, inviting and comfortable. Child-size tables and chairs provide an invitation to young people to explore the library materials and services. All of the furniture in the children's area has been purchased with children in mind, except for an adult comfy chair provided for parents to relax and read to their children. The shelves are of regulation height - 36" - around the perimeter of the space. Special shelving units that are child height friendly hold the board books and picture books. Displays, posters, and other decorative elements help to define the children's area, promote library materials and programs and make the library inviting. Picture books are attractively displayed and toys and stuffed animals decorate the library and amuse small children while adult users browse. The children's area is limited in size and therefore the collection is weeded on a regular basis to avoid crowded shelves.

The Young Adult area of the Library is not adequate to meet the needs of this demographic. There is no space for chairs for this age group. The shelves are full and this collection has to be constantly weeded to provide space for newer material.

REFERENCE AND READERS' ADVISORY

Reference and readers' advisory services are provided by all staff. Staff use 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.

PUBLIC LIBRARY - SCHOOL LIAISON

The Library has a cooperative and communicative relationship with school staff to ensure that the best interests of the children are served by the Library. The Library in its capacity as a resource invites classes from the school for visits to :

- introduce children to the Library and its services
- inform the children of the Library's collection and programs
- promote interest in and enthusiasm for literature and reading through book talks, storytelling, etc.

Where time and staffing permit, visits to the school by Library staff further reinforce the public library's informational and recreational relevance to the child.

The Library staff are often approached by children who require information for curriculum-based projects. The demand for resources can exceed the available supply due to the :

- large number of children assigned the same or similar topic simultaneously
- limited time period which projects must be completed

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The Library acquires materials in support of school curriculum and Library staff devote time to assisting students in school-related research.

PROGRAMMING

The Library has well-planned programs that reflect the Library's goals and promotes the use of the library and its collections. These programs bring children, young adults and adults into the library.

Examples of programs that are offered:

- baby-time toddler time programs with finger games and songs
- story time for preschoolers
- summer reading activities
- class visits
- puppet shows
- movie days
- after school Cocoa Club
- Public Library Week Activities
- March Break programs
- craft days
- knitting classes
- exercise classes for older adults
- special interest programs for adults by the library or in cooperation with outside agencies.
- TAG - Teen Advisory Group
- student volunteer opportunities

COLLECTIONS

See collection development plan.