



Youth Services Programming Procedures

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.

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

Guidelines for Youth Services Programs:

- Some programs may require pre-registration and may fill quickly. We may have a waiting list in the event another child needs to cancel. If you are unable to attend an event for any reason, please contact the Library so that we may contact the next person on the wait list.
- Most programs are advertised for specific ages. These programs have been planned so that they are developmentally appropriate for that age.
- Should the Library need to cancel a program or storytime due to weather conditions or other unforeseen circumstances, the Library is under no obligation to make up the missed event.
- It is the right of Library staff to request that larger personal items, such as strollers, be left outside of the programming room due to limited spacing. It is not the responsibility of Library staff to monitor the belongings while the program is underway.
- Due to 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 Youth Services programs. If these groups wish to have a program at the Library, they must see the Head of Youth Services. See Services to Organized Groups below.
- All Library programs must be open to the public and offered free of charge. However, recognizing that program attendees may wish to purchase items like books written by speakers or recordings made by performers, the Library may permit the sale of such items in conjunction with a Library-sponsored program. Program presenters are responsible for the handling of all sales.

- The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in Library promotional outlets, and for evaluation purposes.

Parental Supervision:

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 under the age 12 be under the direct supervision of their parent/caregiver during such programs. The only exception of this policy is when Library staff invite parents/caregivers to leave the program, such as tween programs. Children not properly supervised may be asked to leave the program. For older children, tweens, and teens, we request that parents/caregivers remain in the Library as we are a large and public facility. A parent/caregiver's presence in the building during a program helps to ensure the children's safety.

Services to Organized Groups:

Organized groups includes, but is not limited to teachers, preschools, daycare facilities, church groups, home schooling groups, and 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 storytime, research, and tours at the discretion of the Head of Youth Services. It is requested that teachers/caregivers call the Library at least two (2) 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. Please also submit the Library Visit Request Form, which can be found on the Library website or by visiting bit.ly/DPLVisitRequest.
- Craft programs will be offered at the discretion of Library staff.

Outreach:

The 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 Library 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 organization must make arrangements a minimum of two (2) weeks prior to the date desired to allow for adequate planning and staffing adjustments. Please also submit the Library Visit Request Form, which can be found on the Library website or by visiting bit.ly/DPLVisitRequest.
- Library staff makes every effort to accommodate outreach requests. Scheduling changes and cancellations are at the discretion of the Head of Youth Services, as situations may arise at the Library that take priority.

Reconsideration:

Program topics, speakers, and resources are not excluded from programs because of possible controversy.

Responsibility for the exposure of children and teens to Library programs rests with their parent/caregiver. Library programming will not be inhibited by the possibility that children and teens will be exposed to the content.

Patrons requesting that a program be cancelled or reconsidered may email or ask to speak with the Library Director.

Situations Not Covered:

The Head of Youth Services and/or the Library Director will resolve any situation not specifically covered above.