

PURPOSE

The Oak Creek Public Library is an organization that is able to reach out to the community by providing a one on one experience with a librarian at eligible institutions. This policy defines the purpose of and eligibility for outreach programming available by the Youth Services Department and defines eligibility for this service.

DEFINITION OF PROGRAMMING FOR GROUPS

The Youth Services Department provides storytelling and other programming for institutions that service children from birth through twelfth grade and their families. Outreach programming is provided by library staff at the institution, not the library. Any professional or paraprofessional staff member of the Oak Creek Public Library may perform this service.

The purpose of a librarian visit is to introduce children and young adults to the Oak Creek Public Library and its services, as well as, provide an age-appropriate literary experience.

GROUP SIZE

The Oak Creek Public Library can accommodate up to 30 individuals per group. Please plan for one adult to accompany each group of 10 children. Contact the Youth Services staff if accommodations are needed for larger groups.

AVAILABILITY OF SERVICES

Outreach visits are available to eligible institutions located in Oak Creek. These institutions include public and private schools through twelfth grade, preschools, and licensed daycare centers. Groups not eligible for outreach programming include home daycare providers, private homes, and for-profit institutions. The final determination of eligibility is left to the decision of the Youth Services staff.

Outreach programming is by appointment only, and must be schedule four weeks prior to the date the program is requested. Institutions may request outreach programming four times each year. A Youth Services staff member has the right to refuse outreach programming for any of the following reasons: 1) the institution is not eligible as listed above, 2) there is not enough staff available at the time requested, 3) the institution does

not provide four weeks' notice, 4) outreach programming has been provided to the same children at that site four times in a calendar year, 5) the date and time requested is at a time the library is not open, or 6) the time slot requested has been filled by another institution.

Please see the Group Visit/Outreach Visit Sign Up form on our website. The Youth Services Department may refuse a request if there is not enough staff available at the time requested.

RESPONSIBILITY OF GROUP LEADERS

Teachers or adult supervisors must remain with their group at all times and must assist with monitoring the group for proper behavior. Group leaders must notify the library staff if their group is not able to keep its scheduled appointment. Please plan for one adult to accompany each group of 10 children.

Adopted by the Library Board December 15, 2015

Revised January 19, 2016