

Debra S. Fish Early Childhood Resource Library

Policies and Procedures



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1. Mission Statement

The mission of the Debra S. Fish Early Childhood Resource Library is to provide open access to quality early childhood materials, and to provide library service which fulfills the educational, informational, and cultural needs of the greater Twin Cities metro area early childhood community in an atmosphere that is welcoming, respectful, and inclusive.

2. Goals of the Library

- To serve all early childhood professionals of the community and the surrounding region with equal treatment and to the best of our ability.
- To acquire and make available to all early childhood professionals current and quality books and audiovisual materials to fulfill their information needs. These materials should help them a) become well informed by facilitating learning and self-education, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) improve the lives of children by strengthening and supporting the people who care for them.
- To maintain an attractive, up-to-date, and relevant collection of materials.
- To offer services as well as materials, in the form of reference assistance and good customer support. This includes staying current on new methods for better service for library customers.
- To collaborate on projects, grants, and opportunities with other Resources for Child Caring staff and outside organizations.
- To support and expand the goals of Resources for Child Caring and its staff.
- To review regularly these goals of the Debra S. Fish Early Childhood Resource Library and, if necessary, revise them in the light of new developments.

3. Use of the Library

The library will serve all residents of the community equally. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause. Such cause may include failure to return library materials or to pay penalties, destruction of library property or materials, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

Library borrowing privileges are available at no charge to library patrons. Library patrons must fill out a "Library Application Form" to use the Debra S. Fish Early Childhood Resource Library. Identity can be established through valid picture identification, such as a current

driver's license. Information collected on the application forms may be shared within Resources for Child Caring.

The Debra S. Fish Early Childhood Resource Library is open Monday through Friday, 8:30 a.m. to 5:00 PM. Evening hours are determined by the training schedule in the classrooms at Resources for Child Caring. To determine evening hours, patrons may call the front desk at (651) 641-0305.

4. Library Offerings

The library provides materials and resources for the information needs and enrichment of the people of the community. The library will do the following:

- Select, organize, and make available relevant books, audiovisual materials and other information.
- Provide guidance and assistance to patrons.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested, to the degree possible.
- Refer patrons to other information institutions or other departments within Resources for Child Caring as needed.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during a variety of hours, including occasional evening and Saturday hours.
- Use media and other public relations mechanisms to promote the full range of available library services.
- Regularly review library services being offered.

5. Circulation Policy

Registration

All borrowers must be registered to borrow library materials. Patrons must fill out a library application form to register for a new library card. ***Materials cannot be checked out until a library card is issued.***

Loan periods

An unlimited number of materials may be borrowed at one time for three weeks. This may be a combination of books and videos. ***First-time patrons are allowed a maximum of five items***; upon return of these, they may check out unlimited quantities. "Unlimited" is to be within reason, and other exceptions to the unlimited rule are made at the librarian's discretion.

Renewals

All materials may be renewed twice. Each renewal is for a 3-week period, giving a total loan period of 9 weeks. Renewals may be made in person, by telephone, or by email or chat. Materials on hold for or requested by another patron may not be renewed.

Reserves

Patrons may place items on hold or on reserve either in person, by email or chat, or over the phone. The library will notify the patron when the material becomes available.

Fines and charges

There are no fines for overdue materials. An overdue reminder phone call, email or letter is made when items are 1 week overdue, and again at 2 weeks if the items have not been returned. An overdue invoice indicating the replacement cost of the materials is mailed when the material is 3 weeks past the due date. Replacement cost for those materials without a price designation will be \$30.00 per item, or another amount comparable to similar items of the same type. Patrons who have been mailed an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged. A list of overdue materials is generated on a weekly basis by the Librarian.

6. Friends of the Library

The Friends of the Debra S. Fish Early Childhood Resource Library group was established in June 2000. The Friends function primarily as a volunteer fundraising source for the library and meet on a quarterly basis. As in any volunteer organization, members are provided with an opportunity to use their skills and resources in a worthwhile community endeavor, while receiving recognition for their contribution.

The Friends of the Library is distinct organization and separate from the library, and Friends members are not authorized to act on behalf of the library. It is the library's goal, however, to work closely with the Friends of the Library to keep them informed about library news. The librarian will work in conjunction with the chair of the Friends group to publish the group's quarterly newsletter, the *Update*. The Friends of the Library will provide advance notice of any projects they plan to undertake. While the library does not directly supervise these activities, it reserves the right not to participate in any Friends project.

All funds collected by the Friends group are to be added to the library's budget and used for the benefit of the library. The role of the Friends and Advisors is a support group, rather than a policy-making body; therefore, gifts made to the library by the Friends shall not be used to dictate library policy.

Friends serve their roles under no obligation and with no expectation of reimbursement. Membership is open to anyone interested in helping to enhance public library service in the community. A donation is requested, but not required, for membership in the Friends group.

7. Volunteers

The Library encourages individuals and groups to volunteer their time and efforts in the service of the Debra S. Fish Early Childhood Resource Library. Library volunteers are subject to all regulations on volunteers through Resources for Child Caring. In appreciation of volunteer services, the library will provide appropriate recognition of the benefit to the library and the library's patrons.

8. Reference services

Reference services include providing assistance with reader's advisory, the library's online catalog, the computers in the library, bibliographic verification, interlibrary loan assistance, referral services, research assistance, and individual and group instruction.

The Debra S. Fish Library will provide reference service to all patrons on an equal, nondiscriminatory, and nonjudgmental basis. Patrons do not need to be registered Debra S. Fish Library cardholders to use library facilities or reference materials and services.

Library records identifying the names of library users with specific materials are confidential in nature. This information will be disclosed only upon the request or consent of the individuals or groups whose library privileges are directly affected or when required by law.

The library responds to all requests for reference services made in person, by telephone, mail, fax, or electronically. Individuals present in the building take first priority for service over other requests.

The librarian will do his or her best to answer reference questions to the satisfaction of the patron; however, the depth and level of reference assistance provided depends on the availability of staff, the relevance of the question to the library's collection, the complexity of the question, and the time frame in which the information is needed. Longer research questions which require substantial staff time, data collection from multiple sources, or extensive photocopying are not normally accommodated by the Debra S. Fish library. In addition, while the library provides information, it does not provide interpretation or translation of that information.

The following are considered standard reference transactions and will be accommodated:

- Providing information in the form of short answers to specific questions.
- Guidance in locating material for patrons who appear in person, call on the telephone, or email requests.
- Providing bibliographic lists of specific library items requested by the patron.
- Referring library users to other agencies and libraries better equipped to handle their information needs.

9. Equipment Use and Internet

Computers

The library currently has two computers available for patron use. There is no charge for use of the computers. Staff may assist, especially in using the library's online Library Thing catalog, but is not expected to train patrons in the detailed use of application programs.

Printer

There is one printer in the library, shared by the librarian and the two patron computers. This printer is available for use by patrons. The first five printed pages (single- or double-sided) are free of charge, but the cost for each page after that is \$.10 per page.

Photocopier

Photocopies can be made for patrons who wish to copy materials at the rate of \$.10 per page (5 copies free). These copies should be for personal use and may not violate copyright laws.

Television/VCR/DVD Player

The library has a TV/VCR/DVD available free of charge for public use. Patrons may preview videocassettes or DVDs in the collection prior to checking them out. This television is also used to screen the Shaken Baby Syndrome video required for child care licensing.

Internet Use

The Debra S. Fish Early Childhood Resource Library provides access to the Internet to enhance information and learning opportunities for the early childhood community. Resources for Child Caring has established an Internet Use Policy to ensure appropriate and effective use of this resource. Access to the Internet is available to all patrons; however, this service may be restricted at any time for use that violates the guidelines. Care givers of minors must assume responsibility for their children's use of the library's Internet service. Users are allowed a maximum of 30 minutes to use the computer, however, patrons may renew for an additional 30 minutes if no one is waiting.

The Internet is a decentralized, un-moderated global network. The Debra S. Fish Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service. The library's Internet connection is regulated by Resources for Child Caring and subject to any restrictions imposed on its use.

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable use of the service will result in the suspension or revocation of Internet use privileges. The use of the Internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Internet Guidelines

- Users may use the Internet for research and the acquisition of early childhood information to address their educational, vocational, and cultural needs.
- Users will respect and uphold copyright laws and all other applicable laws and regulations. Patrons will not use the Internet for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the Internet.
- Users shall not create or knowingly receive and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to computer equipment or programs.

11. Collection Development Policy

Purpose of the Collection Development Policy

This policy contains the policies and procedures relative to the selection, maintenance, and withdrawal of library materials.

The purpose of the collection development policy:

- To document the current collection management policies and procedures.
- To guide librarian in the selection of library materials.
- To inform the public of the philosophy of collection development and the policies involved.
- To establish a framework for continuous collection evaluation and improvement.

Collection Philosophy

The purpose of the Library is to provide early childhood professionals with carefully selected resources to aid in education, information, and research. The Debra S. Fish Library strives to offer free, open and equal access and service to all individuals and groups. The collection is designed to aid all those with an interest in early childhood by offering materials in various formats, level of difficulty, and languages so that the majority of the cultural, educational, and informational needs of individual users can be met.

Factors Affecting Collection Development

The Debra S. Fish Library is part of a larger organization, Resources for Child Caring. During its history, the library has grown and changed, adding services and materials in response to user needs and the appropriateness of new materials and formats. As part of a larger entity, the Library must consider the mission, values, goals, and needs of Resources for Child Caring in managing its collection.

Responsibility for Collection Development

Selection, maintenance, and deselection of library materials is ultimately determined by the librarian and the Professional Development manager. Suggestions from Resources for Child Caring staff and library patrons are welcomed and encouraged.

Selection of Library Materials

Library resources are selected to fill the needs of both actual and potential users, within the constraints of space, availability of funds, and perceived needs of the library. Each resource is evaluated as a whole, not on the basis of a particular section or sections.

Selection of any material should not be construed as an endorsement by the library of the item's content. The library recognizes that many materials are controversial and that any given item may offend some users. Selection decisions are not made on the basis of any anticipated approval or disapproval, but on the merits of the work in relation to the overall development of the collection, meeting the needs of users and in serving the interests of users. If a given material meets the standards of the written selection policy and is relevant, the librarian is justified in purchasing the material. Disapproval of an item by an individual or group should not be a reason by which that item is denied to all individuals or groups.

Materials may occasionally be labeled to assist in locating them, but are never marked or labeled to indicate approval or disapproval of their contents. Library materials are selected in their entirety and not subject to modification or alteration by the library staff.

Some of the criteria used in evaluating materials for inclusion in the collection include

- Suitability of subject and style for the intended audience
- Present and potential relevance to community needs and interest
- Requested by a library patron
- Timeliness or permanent value
- Relation to the existing collection
- Attention of critics and reviewers
- Scarcity of information in the subject area
- Availability of material elsewhere in the community
- Price
- Appropriateness of format
- Authority of author or source
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of treatment
- Vitality and originality
- Artistic presentation
- Authenticity of historical, regional or social setting
- Size and ability to store and maintain the item

A resource which does not meet the standards for its type may still be selected if it presents a point of view not otherwise represented in the collection or if community demand justifies purchase or access.

Formats presently collected include board books, picture books, “big book” picture books, adult nonfiction relating to early childhood and child care and related topics, curriculum kits, DVDs, CDs, educational toys, and puppets. Materials are collected in English and in several languages spoken locally, including Spanish, Somali, Hmong, Cambodian, Vietnamese, and Laotian. Materials on VHS and cassette tapes are no longer actively collected but do exist in the collection. Whenever possible, hardcover books are purchased over paperback titles for maximum durability.

The library actively solicits requests for new materials from its patron base; however, the library makes no commitment to purchase requested items. Requested materials are subject to the same selection criteria listed above and are purchased as funds permit.

Collection Maintenance

Library materials are processed in such a way as to insure their maximum use under normal circumstances. All materials returned to the library are inspected for damage. Damaged but still usable materials are mended when possible. Patrons are charged a replacement cost for materials they check out that are lost or damaged beyond repair.

Weeding of Library Materials

The collection is kept up-to-date and attractive by continual review and revision to remain current for contemporary needs and tastes. Any material taking up space that could otherwise be more profitably used for other materials is subject to reevaluation and removal by the librarian. Materials that meet any of the following criteria are subject to removal from the collection:

- Excessive wear and tear
- Multiple copies exist in the library
- Insufficient recent use
- Copies are readily available elsewhere in the community
- Contain obsolete, outdated, or questionable information
- Ephemeral materials which are no longer timely
- No longer considered accurate or factual
- Superseded by a newer edition
- No longer relevant or interesting to current library users
- Insufficient physical space available

Weeded materials may be disposed of at the librarian’s discretion. Deselected items in good physical condition and with accurate information may be given to the library Friends group to be sold in a book sale, or donated to another agency or cause. Other items may be recycled.

Gifts to the Library

Monetary gifts are welcomed by the library. These gifts will be used to purchase materials as suggested by the giver at the librarian’s discretion. A record of these gifts will be maintained by library staff. Once given, no gift materials can be returned to the donor.

The library does not commit itself to accepting all donations of materials. Material that is donated is subject to the same selection criteria that apply to new purchases. Donated items may be added to the collection, sold, donated to other organizations, or disposed of. If an item is added to the collection, it may later be deselected using the same criteria as purchased materials in regards to accuracy, condition, and current interest. The library will provide upon request a receipt showing the date and number of pieces donated by format, but will not undertake an appraisal of the items for tax purposes.

Request for Reconsideration of Materials

The library recognizes that some materials are controversial and that any given item may offend some patrons. The Debra S. Fish library subscribes to the Library Bill of Rights and the Freedom to Read principles set forth by the American Library Association. Please see Appendix A to this document for more information.

Responsibility for use of library materials by children rests with their parents or legal guardians. At no time will library staff act *in loco parentis*. Selection of library materials will not be restricted by the possibility that they may come into the possession of children.

No library materials will be sequestered, except to protect it from injury or theft.

Patrons requesting that an item be withdrawn from the collection may complete a "Reconsideration of Library Materials" form, included in the appendix to this policy. The inquiry will be addressed by a committee of Resources for Child Caring staff, consisting of the Director of Programming, the Professional Development manager, and the librarian. Their decision will be final.

Appendix A: Intellectual Freedom Documents

Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.cfm>

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Freedom to Read Statement (abridged)

<http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomreadstatement.cfm>

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991 by the American Library Association Council and the Association of American Publishers Freedom to Read Committee.

Appendix B: Request for Reconsideration of Materials

Request for Reconsideration Form
Debra S. Fish Library | Resources for Child Caring

Date _____

Format (Book, DVD, etc.) _____

Author (if applicable) _____

Title _____

Publisher _____

Your name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Organization you represent (if any) _____

Did you examine the entire work? _____ If not, what parts?

What do you believe is the purpose of this material?

Specifically, to what in the material do you object?

Is there anything good or useful about this material? What? _____

What prompted you to use this item? _____

For what age group would you recommend this item? _____

What would you recommend to replace this item? _____

Other comments:
