

BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY

SECTION 5: LIBRARY SERVICES

Part 6: Outreach Services

The Bradley Public Library District offers Outreach Services to provide recreational and educational library materials and programs to people of any age who are not able to come to the library as well as to promote library services in the community.

Services to Institutions

Institutions are defined as organizations with a residential population or clients who come regularly for service or care. Examples include, but are not limited to: childcare centers, preschools, assisted living facilities, and nursing homes. To be eligible for outreach services, the institution must be within the Bradley Public Library District boundaries. Exceptions may be made on a case by case basis to accommodate institutions that are adjacent to the District's boundaries and serve District residents as staff and resources allow.

Institutions within the boundaries of the Bradley Public Library District are eligible to receive a special use Institutional Library Card to enable the borrowing of library materials. Only those people authorized by an institution in writing are able to use that institution's library card. Fines are waived for institutional library cards, but overdue items will block additional checkouts until the overdue items are returned. The institution is responsible for all items checked out on its card and will be held accountable for payment if materials are lost or damaged. If requested, library staff can select and deliver materials to institutions on a regular basis.

Institutions may receive on-site visits on a monthly basis during the months of September through May. Visits may be scheduled less frequently depending on the schedule of the institution and library staff availability. Outreach availability during the months of June through August is very limited. A minimum audience of 5 is required to receive onsite visits. The Library reserves the right to cancel a visit due to inclement weather, or other instances which might cause the designated staff person to be unavailable. Visits are not scheduled on weekends or when the library is closed for a holiday. Whenever possible, library staff will make an effort to reschedule a missed visit. Time slots will be filled on a first come, first served basis and may vary with our staff and programming schedules. If the need arises, a waiting list and rotation schedule will be implemented. Contact the Children's Department or Adult Services Department to schedule a visit at least 14 days in advance.

Library staff will work with institutions serving adults to develop visits and programs that meet their interests and intellectual needs. Programs will vary depending on the needs of the audience. Programs featuring read-alouds, crafts, games, computers, or other activities are possible. Groups are also welcome to visit the library or attend other regularly scheduled library programs.

For institutions serving children, each visit is based on a theme. Those that would like to request that the themes of visits match your current classroom or daycare theme

should give the library at least one month advanced notice of your themes. Since each audience varies in the number and age of participants, a varied approach will be used to make the visits match your needs. Visits may include all or some of the following:

- Reading: reading aloud to the group, audience participation storytelling, draw & tell stories, flannel board stories, etc.
- Action Segments: finger plays, games, puppetry, etc.
- Crafting: the library may provide materials and lead the group to complete a simple or advanced craft (depending on the audience) that matches the theme of the program.
- Activity Sheets: the library may provide color or activity sheets to participants that match the theme of the program.

Generally, the library will not plan any programming component for which it cannot provide the needed materials or equipment. Equipment offered by the childcare or preschool provider will be used as needed.

Institutions serving children are invited to bring their groups to the library for regularly scheduled weekly programs provided advance notice of at least 24 hours is given. During the summer months, childcare centers may participate in the summer reading program activities at the library provided that each child has a parent signed summer reading program participation form. Childcare or preschool providers are responsible for notifying the children's families of visits to the library. Library staff may take pictures during these programs for use in our publications (newspaper, website, newsletter, posters, brochures, etc.). Snacks are sometimes provided at library programs, and food items are sometimes used in projects. Preschool and childcare providers are responsible for informing parents of these possibilities, and for informing library staff if there are any children in a group which we may not photograph or that have food allergies.

If a childcare or preschool provider allows children to check out library materials on their own or their family's cards while attending a library program, it is the duty of the provider to make parents aware that items have been checked out. The child must have the physical library card in order to check out materials. Some parents may not wish for their children to check out library materials without their supervision, and the library staff will not take responsibility for deciphering these situations. Our practice is to loan materials to anyone who presents an active library card, regardless of age, etc. Parents and caregivers must work together to determine when and how a child will be allowed to check out library materials. Childcare or preschool providers are not considered by the library to be the legal guardian of a child and therefore will not be allowed to register a child for an individual library card.

For both onsite and offsite visits and programs, childcare or preschool providers must be present at all times and provide enough staff to maintain order among their participants. Library staff members are in place to provide programming, not discipline.

Services to Schools

The term “schools” includes public schools and private schools. To be eligible for outreach services, the school must be within the Bradley Public Library District boundaries. Exceptions may be made on a case by case basis to accommodate schools that are adjacent to the District’s boundaries and serve District residents as staff and resources allow. Library staff are available to visit schools and meet with teachers, media specialists, and administrators to explain available services.

Teachers who teach in schools within the boundaries of the Bradley Public Library District are eligible to receive a special use Teacher Library Card to enable the borrowing of print library materials for classroom use only. Loan periods are to 3 weeks with 1 renewal. Loan periods of audiovisual materials may vary. Fines are waived for teacher library cards, but overdue items will block additional checkouts until the overdue items are returned. The teacher is responsible for all items checked out on the card and will be held accountable for payment if materials are lost or damaged. If requested, library staff can select and deliver materials to schools and teachers on a regular basis.

Classrooms may receive on-site visits on a monthly basis during the months of September through May. Visits may be scheduled less frequently depending on the schedule of the institution and library staff availability. The Library reserves the right to cancel a visit due to inclement weather, or other instances which might cause the designated staff person to be unavailable. Visits are not scheduled when the library is closed for a holiday. Whenever possible, library staff will make an effort to reschedule a missed visit. Time slots will be filled on a first come, first served basis and may vary with our staff and programming schedules. If the need arises, a waiting list and rotation schedule will be implemented. Classes are also welcome to visit the library. Contact the Children’s Department to schedule a visit at least 14 days in advance. Library staff will work with teachers to develop visits and programs that reflect current classroom topics. Programs will vary depending on the needs of the audience and may feature read-alouds, crafts, games, or other activities.

Homebound Services

The Bradley Public Library Homebound Service provides free home delivery of materials to qualified people living within the Bradley Public Library District boundaries. The Program is designed for people who have difficulty getting to the library due to physical limitations, although other exceptions and circumstances will be considered as staffing allows.

Users must have a valid Bradley Public Library card or apply to obtain one. Registration forms are available at the Bradley Public Library. Homebound users are not charged overdue fines but are responsible for any fees associated with lost or damaged materials.

Materials available through Homebound Services include regular print and large print books, audiobooks on CD, and movies. Materials selection is provided by the

Homebound Coordinator based on patron interest and needs. Specific materials may also be requested through the Homebound Coordinator. Deliveries are made on a bi-monthly basis by library volunteers.

Community Outreach

The staff of the Bradley Public Library District offers outreach services to schools, civic organizations, and other groups upon request. All requests are on a first come, first serve basis and are subject to staffing limitations and program scheduling. Staff will make every attempt to accommodate requests for:

- A library information booth providing library card registration, general information, or activities
- A book talk or read aloud program
- A general presentation on library resources and services
- A topic booklist to accompany an exhibit or program
- Career day program
- A library tour

To request outreach services, contact the Children's Department or Adult Services Department depending on the intended audience. All requests must be received at least 4 weeks prior to the date requested.

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