

**City of Lubbock, TX  
Library**

**Administrative Policies and Procedures**

**Subject:** Children's and Young Adult Services      Effective Date: 01/01/04

**Approved by:**       Revised Date: 04/01/08

City Manager



Assistant City Manager



Executive Director



Library Director

**Applies to:** Library Patrons/Staff

**Policy:** Library services for children and young adults seek to serve those users with their informational and recreational library needs. Programming for children and young adults encourages library awareness and a love for reading and also promotes an interest in library use, which will continue throughout their lives. Programs seek to provide children with enjoyable library experiences such as sharing quality children's literature through books, films and other activities. They also serve to familiarize children with available library materials and services, introduce them to library use skills and promote the use of the library and its collection on an individual basis.

**Roles and Responsibilities:** *Library Director/Supervisory Staff*

- Ensures that those involved with children's and young adult programming are aware of pertinent policies and procedures.

**Procedures:** *Program Content*

- Content and selection of program activities are the responsibility of the library staff members planning the program, however, the final plans will be approved by the supervisor.

### *Program Scheduling*

- Scheduling of programs is left to the discretion of the supervising librarian in conjunction with library staff personnel scheduling, hours of operation, room availability, etc.
  - Groups do not need to be scheduled for library use only. However, large groups wishing to do extensive research and library work will be encouraged to schedule with a supervising librarian.
  - The library does not host private parties.

### *Group Supervision*

- All groups are to be accompanied by a responsible adult(s). Teachers/caregivers are asked to remain with the group during the entire library visit.

### **Checks and Balances:**

Library supervisory staff ensures that policy and procedures are being followed. Supervisory staff will approve the content and scheduling of all library programs, including library outreach programs.

### **Forms and Required Documents:**

None.