

Teen Services

1. Goal – Serving the Needs of Teens

The mission of the Library is to preserve and promote universal access to a broad range of knowledge, experience, information and ideas in a welcoming and supportive environment. The intellectual growth of teens, their cultural appreciation, and recreational activities shall be fostered through quality Library service, tailored to their needs and delivered with consideration and respect. The Library endorses Teen Rights in the Public Library as adopted by the Ontario Library Association.

1.1. Definitions

“CEO” shall mean the Chief Executive Officer of the St. Marys Public Library “Library” shall mean The St. Marys Public Library.

“Parent” shall include parents, guardians, caregivers, and relatives who are directly responsible for the care and wellbeing of the teen.

“Staff” shall mean the staff of the St. Marys Public Library

“Teen” or “Young Adult” shall mean all persons who are aged 14-17 and who are usually enrolled in secondary school.

2. Client Groups

Teens / Young Adults

Young people between the ages of 14 and 17 are the primary user groups of teen services and materials.

Teens are a crossover group who may use children’s, adult’s, or teen materials within the Library. Teens are also identified as a special user group as their participation within the Library tends to falter between elementary school and adulthood.

Parents

Though to a lesser extent than in Children’s Services, parents may be involved in assisting the recreational time, or research of their teens within the Library.

School and Community Groups

Teachers are the primary formal voice of educational services within a community. To

assist these educators Library materials are available to enhance independent learning and out-of- class study.

Community educators are also looking for resources for the teens with whom they work. These may include camp leaders, language programs, or tutorial services.

Finally, the Library aims to have collections appropriate for the home-school family who may use the Library as a resource for both print and online materials.

Library Staff

Staff look for resources to support activities and programs in teen services

3. Environment for Teen Services

The area housing the teen collection shall be distinct from the adult and children's areas. It is understood that the Library is no longer a place of silence, but an interactive learning environment with a flexible attitude towards noise.

The furnishings shall be sturdy, washable, and functional for study and group discussion purposes in the Library. Consideration shall be given to the disabled.

The teen area of the Library should be visually stimulating; teens should be able to readily distinguish their own area from the rest of the Library.

Displays, posters and other decorative elements shall be used to define the teen area, to promote Library materials and programs and to make the Library welcoming to teens.

4. Materials Selection

Materials for teens shall be chosen in accordance with the Library's overall Collection Development Policy. In addition, there shall be an emphasis placed on collecting award-winning titles and titles by Canadian authors.

Teens are entitled to:

- A separately purchased collection which is designed to meet their needs and interests throughout their teen years;
- A catalogue with author, title and subject access to the teen collection;
- A balanced collection to serve a wide variety of users and special needs of the community;
- A collection that is up-to-date, in good condition and generally attractive, and

is organized for easy access, with teens interests and research needs in mind; and

- A collection that includes literature of the highest quality to satisfy the wants and needs of teens and to develop their human potential.

Book and non-book materials shall be available representing:

- Canadiana;
- Traditional literature including folklore and myths to convey a cultural heritage;
- Popular and ephemeral literature that reflects the constantly changing environment of teens; and
- Literature designed to serve special groups such as disabled teens, gifted teens, and beginning, reluctant and slow readers.

The collection shall be varied including:

- Fiction and non-fiction on a variety of subjects;
- Non-circulating reference collection of encyclopaedias, standard reference works;
- Indexes and other bibliographic aids;
- Periodicals specifically written for teens;
- Pathfinders and reading guides to enrich the book collection;
- Audio-visual materials, including CDs, DVDs, games, etc. and the equipment to use these in the Library; and
- Computer access.

5. Collection Organization

Fiction material – shall be ordered alphabetically by author. Material may also be separated by format (hardcover, paperback, audiobooks, graphic novels/manga etc.)

Non-Fiction material – shall be organized according to the Dewey Decimal Classification System (DDC).

All materials in the teen collection shall be listed in the Library's automated catalogue.

6. Reference Service

Reference service is a major responsibility of Staff working with teens. Staff must be patient and receptive without judgment to the many questions asked by teens. Staff should conduct reference interviews to help understand what each teen wants and needs. It is the responsibility of Staff to point out the variety of resources available in the Library.

7. Programming

The CEO in collaboration with Staff shall develop a well-planned set of programs and activities for teens throughout the calendar year. Such programs shall be conducted with the intent of bringing teens into the Library, promoting Library services and fostering a love of reading and learning.

8. Use of the Collection

All teens shall have access to all materials in the system. If a parent wishes to limit their teen's access to Library materials, they should make this known to the teen. The Library cannot withhold circulating materials from any patron, regardless of age. R-rated movies are restricted to patrons 18 years and older.

A parent, by co-signing the card (Library membership), recognizes that a card will be issued to their teen and that the parent is responsible for the materials borrowed on the card.

A parent also accepts responsibility for any loss incurred through the use of the teen's Library card. He or she also ensures that the teen will obey all rules and regulations of the Library.

9. Library Rules for Teens

Teens are required to follow all rules of the Library. There are no rules of which they are exempt, nor are there any rules which apply only to them.

10. Library /School Liaison

The information needs of teens are influenced to a large extent by their school studies. Although the school library holds the primary responsibility for the provision of curriculum-related support material, the Library shall endeavour to provide additional resources and assistance when called upon. Cooperation and communication should exist between the Library staff and school staff to ensure that the best interests of teens are served.

The Library can best acquaint students, teachers and school librarians with its resources and services by inviting classes to the public library for orientation visits.

Where time and staffing permit, visits to schools by Staff will reinforce the Library's informational and recreational relevance to teens.

Staff shall keep local schools informed of forthcoming child-oriented programs and activities.

The Library's policy is to acquire a broad range of general information resources. It may occur that these materials meet the demands of school projects, but this is not the reason for their purchase. In view of the fact that the Library does not buy multiple copies of books for school projects, efforts are made to ensure that alternate sources such as website addresses and reference books are available.

The extent of help offered on school-related projects shall depend largely on the Staff's perception of the student's ability and willingness to use the Library resources, a judgment gained through a reference interview. This does not normally include the research for school projects which is expected to be part of the learning process. However, Staff will give necessary assistance required to enable students to find their own materials.

History

Date of Latest Board Approval: April 2014

Date(s) of Revision(s): N/A

Date of next scheduled review: April 2017

Related documents Children's Services Policy

Circulation and Services Policy

Collection Development Policy

Public Internet Use Policy

Rules of Conduct Policy

Teen Services Policy

Ontario Library Association's Children's Rights in the Public Library

http://accessola2.com/data/5/rec_docs/319_Children%27s_Rights_in_the_Public_Library.pdf