

OUTREACH SERVICES POLICY

The Elmhurst Public Library provides a full range of collections and services for people visiting the Library. However, some residents of the community may not be able to visit the Library or use the Library through traditional service methods due to disability, illness or other long-term condition. To provide access for these individuals and/or groups, the Library has established an Outreach Services Policy.

The purpose of the Outreach Policy is to provide Library materials and selected programming to Elmhurst residents unable to come to the Library. Individuals, groups, institutions and agencies are eligible for outreach services as outlined in this document if they live in or are located within the boundaries of the City of Elmhurst. Those located outside the City of Elmhurst may be eligible for services if 50% or more of an agency's regular client group or enrollment is comprised of Elmhurst residents.

I. Service to Homebound Individuals

Homebound service is the selection and delivery, by Library staff or volunteers, of library materials to Elmhurst residents who are unable to use the Library facility due to disability, illness or other long-term condition. Deliveries will be made in Elmhurst only.

Individuals may apply to the Outreach Librarian for Homebound Service. Acceptance into the program will be based upon the conditions of disability and the availability of Library resources.

A. Criteria for Homebound Service

Permanent physical disabilities or severe mobility problems which prevent an individual from coming to the Library. A doctor's certificate may be required.

A temporary physical limitation or illness which prevents an individual from getting to or using the Library and which will last eight weeks or longer. A doctor's certificate may be required.

Criteria for the Library of Congress Talking Book Program are determined by the Federal Government and are available from the Outreach Librarian.

B. Services

Materials will be selected to meet individual needs. This includes maintaining a list of items already received to prevent duplication.

Materials will be delivered to an individual if no family member is available to pick them up.

Special equipment is available for participants in the Library of Congress Talking Book Program. The Outreach Librarian will provide applications and a list of services for patrons eligible for this program.

II. Service to Adults in Group Settings

Outreach service to adults in group settings includes service to local nursing homes, senior residential facilities, and adult day care centers.

A. Criteria for Program Service

Service must be requested by the group.

There must be a community room with a quiet area for the group to gather for programs.

The organization must agree to publicize programs to the residents, and staff from the organization must be present during the program when requested by Library staff.

Attendance must meet or exceed a minimum level to be established by Library staff and the group activity director.

B. Services

Library staff or volunteers will offer programs upon request and subject to the availability of staff or volunteers.

A deposit collection will be delivered if the organization agrees to assume responsibility for the materials.

Library staff will consult with activity directors on use of Library materials and provide such privileges as extended loans of certain Library materials.

III. ~~Service to Preschoolers~~

~~Outreach Service to Preschoolers is targeted at children who have not yet entered first grade.~~

~~A. Criteria for Service~~

~~Children must be enrolled in a nonresidential group program authorized under Elmhurst Municipal Code. This includes organized preschools, daycare centers providing daily care, and seasonal/occasional (weekly or less) child care programs. Each of these groups must provide educational materials for children.~~

~~B. Services~~

~~As scheduling allows, Library staff may present up to three programs for each class in preschools per calendar year. One of these programs may be a storytime visit by a librarian to the preschool.~~

~~Teacher borrowing privileges will be extended to individual teachers in not for profit preschools to checkout materials for preschool activities. For-profit preschools are subject to Library Card Eligibility policy 5.1.1.~~

~~Classroom collections will be selected on request for both not for profit and for profit preschools. The frequency of service and size of the collections may be limited by the availability of materials and staff time. The organization is responsible for checking out, picking up and returning the materials.~~

SERVICE TO ELMHURST SCHOOLS

The purpose of the School Services Policy is to provide Library materials and selected programming to students and teachers at schools **and preschools** within the city limits of Elmhurst. This is based on our vision of providing support and resources to access information for work and learning and to develop a love of reading. The ~~student's~~ **school's serve** as the principal source of **literacy** and curriculum-related information. The Library's role is secondary and complementary as a provider of **literacy** and curriculum support for Elmhurst schools. In addition, these services encourage school/public library cooperation and enhance student learning outside the classroom.

The Library and the school district or individual school will execute an Agreement of Service. This agreement will outline the commitment each party has made to establish and maintain the program in areas such as financial responsibility and supervision of students. In each case, an acceptable level of reciprocation must be determined.

Services

~~Arrangements for the following services for elementary schools should be made with the School Services Librarian in the Kids' Library, services for middle schools should be arranged with the Middle School Services Librarian in the Kids' Library, and services for the high schools should be arranged with the Teen Librarian in the Adult Services Department.~~

Classroom Collections

Deposit collections for classroom use will be selected on request. The schools are responsible for pick-up and return of the materials.

Classroom Visits **and Training**

As scheduling allows, teachers may arrange for a program for their classroom either at the Library or at the school. The classroom teacher may select from a variety of programs including:

- Library tour highlighting current services and collections
- Student research at the Library on pre-arranged topics
- Pre-selected literature based programs (examples include storytelling or book talks appropriate for grade level, folklore, puppetry)
- Technology resources and programs

Library staff will schedule visits on a first-come/first-served basis. ~~at the elementary/middle school level (Grades K-8) and a maximum of four visits per month at the high school level (Grades 9-12).~~

Teacher Orientations/In-Service Training Workshops

~~Depending on staff availability, teacher orientation sessions or in-service training workshops on topics related to library services and materials will be provided at the Library or individual schools.~~

Bibliographies and Pathfinders

~~Bibliographies on requested topics may be prepared at the discretion of the librarian depending upon usefulness to other Library patrons. The Library will supply books listed on the schools' required reading lists, as the budget allows. Library staff is available to coordinate with the schools to create lists for required reading assignments.~~

Teacher Borrowing Privileges

Teacher Borrowing Privileges will be provided to personnel designated by their respective school or district. This entitles teachers to classroom collections and extended loan of circulating materials,

subject to their availability. The names of staff members with borrowing privileges are kept on file at the Library, these privileges may be used only to check out materials for classroom use.

Assignment Alerts

~~The Elmhurst Public Library will offer a variety of means (e.g. email, instant messaging, fax, phone, web site) to notify staff of major assignments. To the extent possible, relevant materials will be held on a reserve shelf to ensure that all students have access to them. The Kids' Library will make available the books on each year's list of nominees for the Rebecca Caudill, Bluestem, and Monarch Awards.~~

Interlibrary Loan and Reserves

Teachers must ask their school librarian for the interlibrary loan of materials for instructional use to borrow materials from libraries other than Elmhurst Public Library. Materials owned by the Elmhurst Public Library may be placed on hold by contacting one of the Library's School Services Librarians.