



## **Standards for Public Library Services for Young People Aged 0-13**

### **1. Aims**

Libraries for young people exist to enrich their lives whether through reading fiction for pleasure or helping them to access and handle information in whatever format. They are places of exploration and freedom.

Libraries offer support to parents and carers as they seek to assist their children to learn and develop.

Libraries exist to develop enquiring minds, encourage a love of reading and stimulate the imagination and creativity of young people.

The public Library Service in Moray is committed to:

- Introducing every child, and his/her parent/carer, to a love of books and reading as soon as the child is born so helping to ensure the acquisition of basic and vital lifetime skills
- Providing high quality services that meet the leisure, educational, information and cultural needs of all young people in Moray
- Using a variety of media as appropriate

### **2. Service Entitlement**

#### **2.1 Equality of Access**

Young people can expect:

- A high quality service, for all young people in Moray, regardless of their gender, ability, ethnic, cultural or religious background
- As wide an access as possible to reading, listening and viewing material, within available resources and allowing for staff intervention with regard to adult material
- Free access to appropriate ICT and internet provision within a secure environment
- Online access from outwith the libraries to membership application, personal account details and reference sources
- No fines or request charges

- Loan charges for DVDs
- Have their ideas and their feedback on the services delivered listened to and actively considered

## **2.2 Resources that Promote Literacy and Support Lifelong Learning**

The provision of resources is guided by the Stock Selection Policy which is reviewed annually. In accessing the Libraries Service's resources young people can expect:

- A wide range of materials reflecting the ages, abilities and interests of the communities served
- A good range of fiction titles and genres, in good physical condition to help promote the love of reading and develop reading skills
- Collections of non-fiction material, in good physical condition to provide accurate and relevant information
- Encyclopaedias, dictionaries, atlases and other relevant information and reference sources provided in the most appropriate format
- Access to resources that support homework and leisure needs
- Sufficient choice of material to meet individual needs, supported by a request service. The minimum amount of stock held by any library or mobile library should, wherever possible, be one quarter of the total shelf stock. The distribution between the age ranges within fiction and non-fiction titles will be dependent on the particular needs of the community served, and related to population statistics
- Distinct collections of books and fiction arranged to support under 5s, developing readers, fluent readers and young teenagers
- Children's story and music CDs and children's DVDs in all libraries
- Appropriate local material and information in every library
- Assistance from staff in gaining skills and confidence in using libraries and all types of material

## **2.3 Attractive, Safe and Welcoming Environments**

In visiting their library young people can expect:

- A special area for children's materials. These areas should be as relaxed and informal as possible with suitable colours, posters and furniture
- Friendly, supportive trained staff with the knowledge to give advice on reading, listening and viewing material

## **2.4 Activities & Promotional Events**

From the Libraries Service young people can expect:

- A welcome pack, on joining the library, with information about library resources and facilities appropriate to their age
- Storytimes for under 5s and, wherever possible, for 5-7 year olds, from staff and/or volunteers trained in storytelling techniques. Storytime collections will be held in the area libraries to support staff in this essential activity
- Bookbug Sessions in Buckie, Elgin, Fochabers, Forres, Keith and Lossiemouth Libraries
- Visits from children's authors
- Book based activities during the Easter, Summer and October holidays. Buckie, Elgin, Forres, Keith and Lossiemouth Libraries will run at least one activity session during the Summer holidays
- Participation in the annual Summer Reading Challenge for all those of school age
- An autumn reading challenge for all those of school age
- An annual children's book quiz for primary schools
- A monthly Junior Book Group for those in P6 and P7 in Buckie, Elgin, Forres, Keith and Lossiemouth Libraries
- Every primary school class and nursery to be invited to visit their local library at least once every year, or where this is not possible in the rural areas the local Librarian will offer to visit the school
- All local youth organisations and groups to be invited to their local library for an introductory tour and an activity session, at a time suitable for the group.
- The annual Moray Libraries Book Festival to have a programme of events suitable for all ages

## **2.5 Promotional Material**

From the Libraries Service young people can expect:

- Information, ideas and activities via dedicated PCs with free internet access at all libraries
- Information sent to schools and nurseries promoting events and giving ideas for reading, listening and viewing
- Information about the service, activities and ideas for reading, listening and viewing on the Moray Council website [www.moray.gov.uk](http://www.moray.gov.uk)
- Appropriate local material and information at their local library

## **2.6 Support to Parents and Carers**

Parents and carers can expect:

- To receive their child's library card and information about the Libraries Service from the registrar when they register their child's birth (Every Child a Library Member)
- To receive a Bookbug Baby Pack and a Bookbug Toddler Pack (at around 13 weeks and 13 months respectively) via their local health centre
- That children will receive a Bookbug Explorer bag via their nursery after their third birthday and a P1 Family Pack in November
- Libraries to liaise with local health centres to build on the Bookbug initiative, where possible providing picture book selections and supportive information
- Libraries to liaise with mother and toddler groups, playgroups and nurseries to offer collections of picture books on loan
- Support in choosing appropriate material for their child
- Information on relevant groups in communities via Morinfo
- For identified groups with a particular need, access at their local library to basic and more advanced computer and information handling familiarisation sessions that will assist in supporting their child's use of IT for homework and learning
- Information, including free access to selected high quality internet sites, on childcare, child development and children's learning needs
- Libraries to work in partnership with relevant colleagues and agencies in going out into the community and supporting those in greatest need, for example delivering appropriate family literacy and other programmes

## **2.7 Support to Playgroups and Nurseries**

Playgroups and nurseries can expect:

- Collections of books to be available to all playgroups and nurseries
- To be encouraged to visit their local library on a regular basis and at least once a year. Where this cannot be accommodated an annual visit by library staff might be considered where there are particular needs
- The Mobile Library to visit rural playgroups
- Appropriate support for staff through advice, information on relevant material and, wherever possible, training sessions

## **2.8 Support to Schools and Teachers**

In using the Libraries Service to support learning, teaching and the raising of attainment, schools and teachers can expect:

- Each teacher to have access to a public library teacher's ticket allowing borrowing of materials
- Each school to be able to borrow 5 art prints
- Local libraries, where practicable, to display the work of schools, as appropriate
- On-line access to the library catalogue and Morinfo
- Work placements for pupils in Buckie, Elgin, Forres, Keith and Lossiemouth Libraries
- Involvement in local public library events and author visits
- Visits from the mobile library to rural schools every 6 weeks as required
- Reader development support from the Senior Librarian, Young People's Services where possible

## **2.9 Support to Public Library Staff**

In delivering essential library and information services to young people, public library staff can expect:

- Advice support, information and appropriate materials from the Senior Librarian, Young People's Services
- Training on class visits and storytelling techniques
- Clear guidelines on working with school classes, including examples for each age group and reading level / ability
- Advice and guidance on class visits and liaison with teachers
- Stock selection guidance and development of appropriate staff
- Support to all staff to ensure that young people, parents and carers are treated with care and understanding
- The dissemination of best practice, co-ordinated by the Senior Librarian, Young People's Services
- Increased use of ICT applications and website information to support young people's library and information needs and activities, with associated training and support being given to all staff to exploit these new resources