

Caroline County Library

POLICY ON REQUESTS TO READ AT LIBRARY STORY TIME

Policy Statement

Children's story time represents one way in which the Caroline County Library works to meet the educational and recreational needs of some of the county's youngest citizens. These programs teach children important early literacy skills, prepare them to enter school, and encourage them to become lifelong readers. Story time is presented by library staff as part of their regular job, but members of the public or other outside presenters may also wish to participate by reading at one or more of these programs. Any requests by anyone other than a library staff member to read to children at the library will be assessed on a case-by-case basis. No reader will be excluded from consideration because of their origin, background, or views, but the library reserves the right to deny any request that does not meet the eligibility requirements listed below.

Eligibility

Approved requests to read at story time must fall within one of the following categories:

- Professional performers or other presenters as part of a library sponsored or co-sponsored program, e.g. an Extension office employee or an author as part of a book signing program; or
- Students and/or teachers working to complete a mandatory practicum or other educational requirements. Proof of enrollment or some other form of documentation must be provided before such a request will be approved.

Policy Regulations

- All requests should be directed to the branch manager at the requested branch.
- The branch manager can either approve or deny the request, with the consultation of the library director.
- Approved readers must consult with the branch manager and library staff about the scheduling and content of their story time.
- Any outside books (i.e. not already included in the library's collection) will need to be approved by the branch manager and/or library director before the scheduled story time. Books that do not meet the library's selection principles and/or are inappropriate for the age range of the story time will not be permitted.
- Requests for books from the library's own collection must be made no later than two (2) weeks before the scheduled date. Availability cannot be guaranteed, but the library will do its best to have requested books ready.

Adopted by Caroline County Board of Supervisors January 14, 2020