

## YOUTH Ages 0—5, Grades K—5: Outreach Service Menu (what we offer)

A general reference for who is able to offer a service is based on what they are also able to do in the building such as assisting staff at front desk with what we have available. More in depth demonstrations or planned offerings defer to Library Program Specialists.

KEY: LSS= Library Services Specialist, LPS= Library Program Specialist, ELO= Early Literacy Outreach, YFS = Youth and Family Services Librarian

### All Ages

- **Attendance at special events (such as Family Nights, Community Days, City Events, Literacy Nights, etc.)**
  - Library staff on site during the event to distribute information about the library and issue library cards for attendees
- **Library Card Drive**
  - Library staff will coordinate with sites to issue library cards for children, parents, and staff by distributing applications and delivering cards back to the site
- **Deposit Collections**
  - Selection of age-appropriate books checked out from the library and delivered to an outreach kept on site for a predetermined amount of time.
- **Selected Programming**
  - Type and level of programming based on allocated tier
- **Teacher Resources**
  - High-quality books and materials checked out to sites for the purpose of curriculum planning and staff development

### Ages 0-5

- **Non-ECRR Storytimes (LSS and above)**
  - Book sharing, a few songs or rhymes, and provide general information about the library
  - 15-20 minutes in length
- **ECRR Storytimes (LPS and YFS staffed)**
  - Skill-based programs emphasizing pre-reading skills through books, songs, action rhymes, callouts, handouts, and other early literacy activities
  - 20-30 minutes in length
- **Teacher Workshops (ELO or YFS Staffed)**
  - Training sessions to share best practices with school staff for selecting age-appropriate books for storytimes, and implementing sound early literacy practices in the classroom

### Grades K—5

- **Out of School Time (LPS and YFS staffed)**
  - Monthly program for Parks and Rec after school program
- **Bibliographic and Electronic Resource Instruction (LPS and YFS staffed)**
  - For students, school staff, PTAs, etc.
- **Curriculum Support/Extension Programming (LPS and YFS staffed)**
- **In-School Enrichment Programming (LPS and YFS staffed)**



**TIER SYSTEM for Youth Services**  
**with three Priority Levels (based on criteria/needs and staffing levels)**

- **Tier I [Highest Priority]**
  - Staffed by ELO, YFS Librarians, and LPS
    - **Weekly/Bi-Weekly Programming Visit**
    - **Staff Training Workshop**
    - Deposit Collection
    - Library Tour
    - Library Card Drive
    - Special Event Participation

***Guideline Indicators for Top Need Tiers:** Site reaches English language learners, children at risk for low literacy achievement, or children living in low socio-economic households. This outreach fills a service gap for the population being served. The site is publicly funded or city run. The center acts as a feeder to Title I school or school that moves in and out of Title 1 status. The outreach would eliminate barriers to access.*

- **Tier II**
  - Staffed by LSS and higher
    - **Monthly or Bi-Monthly Programming Visit**
    - Deposit Collection
    - Library Tour
    - Library Card Drive
    - Special Event Participation

- **Tier III [Lowest Priority]**
  - Staffed by LSS and higher
    - **Quarterly or Annual Programming Visit**
    - Deposit Collection
    - Library Tour
    - Library Card Drive
    - Special Event Participation

***Guideline Indicators for Lower Need Tiers:** The population being served can easily access library resources and services. They are already customers or have easy access.*

