

PART 3

LIBRARY PROGRAMS, POLICIES & SERVICES

- **There will be some duplication of "numbers" in Part 3.**
- **Pay attention to the grouping of the questions.**
- **Answer questions based on the grouping or sub-heading.**

Library Sponsored Programs (Questions 3.1-3.81)

Reporting in this section should reflect your library's FISCAL year.

- Held at the library or another location in the community
- Is a planned event with a date, time, targeted audience & focus (may be weekly; monthly; in series; or singly)
- Audiences: Children --11 years old and younger; Young Adults--12 - 18 years old; Adults -- 18 years old and older; Families--tally under "All other Program Sessions"
- **Targeted or intended audience** determines AUDIENCE category in which statistics are tallied
- Volunteers and/or staff are **NOT** counted as attendees
- DIY/self-directed programs are planned, interactive, held within a definite time period, directed towards a targeted audience, with a focus of providing information to participants. Count in appropriate program sessions.
- A **COLLABORATOR** is an organization that provides space and/or services for a specific program or session

PROGRAM SESSIONS (Questions 3.17-3.21)

- Count each session in a series of programs; ie, a six-week storytime series is SIX sessions
- Count each group visit to the library as one session
- Count each visit to a school classroom as one session; count a visit to a group of combined classes as one session
- Count each session for the **intended** audience
- Do **NOT** count coloring sheets or other handout-type materials as a self-directed program.
- Do **NOT** count library activities delivered one-on-one such as literacy tutoring; homework assistance; services to the homebound or mentoring activities
- Program sessions with **NO** attendance may **not** be counted

ONE-ON-ONE SESSIONS (Question 3.22)

- Count library activities that are delivered on a one-to-one basis such as tutoring, services to the homebound etc
- Computer assistance--whether scheduled by appointment or occur during a schedule walk-in time frame can be a one-on-one session; computer assistance occurring during non-scheduled time should be tallied as a reference transaction

GROUP PRESENTATIONS/INFORMATION TABLES

(Question 3.23)

- Presentation/community events at which library staff/trustees or volunteers actively provided information about the library
- Do **NOT** include unstaffed displays or exhibits

PROGRAM ATTENDANCE (Questions 3.24-3.29)

- Count each person in the audience at each program session, regardless of the the intended/targeted audience
- Count attendance at *each* session in a program series
- Do **NOT** count volunteers assisting with the program.
- If a summer reading program is held but no additional programs are held, count total number of participants (children & young adults)
- School visit? Count the total number of students in the class
- One-on-One program attendance is reported in (Q3.29.) Be sure to read instructions as they have changed for 2019.

QUESTIONS TARGETED TO SPECIFIC PROGRAMS

(Questions 3.30-3.83)

Reporting for these questions should reflect the calendar year.

SUMMER READING

(Questions 3.30-3.51)

For this section, count programs held during the summer months: June-August (depending on fiscal year, these **WILL** also be counted in Q 3.1 - Q 3.28.)

Also tabulate participation in a reading encouragement program.

- Count programs for children, young adults and adults.
- Count programs and participation **regardless** of the theme used.
- Use guidance for number of programs, number of sessions and targeted audience as outlined under Library Sponsored Programs (Q3.1-Q3.28)
- Count each child, young adult, and/or adult as registered to participate in a reading encouragement program if an 'official' library form has been completed. Or, participant has been placed on an 'official' library list for such purpose.

EARLY LITERACY (Q 3.52-3.58); ADULT LITERACY (Q3.59-3.64); ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) (Q3.65- 3.76); DIGITAL LITERACY (Q 3.77-3.81); TEEN-LED ACTIVITIES (Q 3.85-3.83)

- Early Literacy Defined: everything a child knows about communication BEFORE they learn to read and write. Programs for the targeted audience: birth to age 5 & parents/caregivers. Early Literacy program sessions may be for children, for parents/caregivers; or, for both.
- Adult Literacy Defined: Workforce Development programs with a targeted audience of non-adult literacy students; Tutor & student in use of library & its resources such as computers, library materials, job information, job search, test prep, GED prep; citizenship prep & other types of literacy assistance for adults. Sessions may be for groups or one-on-one.
- ESOL Defined: programs that help speakers of other languages learn English. Sessions may be for groups or one-on-one.
- Digital Literacy Defined: ability to use information and communication techniques to find, evaluate, create and communicate information, requiring both cognitive & technical skills. Examples: basic computer skills, create e-mail accounts, using social media, online applications & job search resources; may be groups or one-on-one sessions
- Indicate **ALL** types of Collaborators or Partners contributing to Literacy Programs.
- Count SESSIONS in the same manner as outlined for library sponsored programs: Count attendance at each session including if in a series.
- Teen-Led Activities--Activities, in which, teens lead in many aspects of the programming process including planning, design, marketing and evaluation.