

Clymer-French Creek Free Library

Clymer-French Creek Free Library Children's Programs Policy

Effective date: January 2018

The library director is responsible for the coordination of the children's programs, including organizing with the assistant librarian and volunteers; promoting children's programs in the community; and providing snacks (as needed), craft supplies, and books as needed.

Goal: To provide a welcoming and enjoyable learning experience in the library. This is a chance to familiarize children with the library and the services it can offer. These are the future patrons of the library. We strive to include as many children as possible.

- Be sure to communicate and document on the calendar the date and time of programs.
- Ask volunteers that are needed 3 weeks prior to event.
- Place announcements 3 weeks ahead of time: facebook page, within the library, church bulletins, local bank and stores.
- Registration is encouraged (in order to have an idea of supplies), but walk-ins are acceptable.
- Have coloring pages available as an alternative to crafts for walk-ins.
- Attempt to have extra snacks that are generally allergen free for walk-ins.
- At time of sign up, request permission to send reminder e-mail. Reminder e-mail will be sent 1 - 3 days ahead of event.
- If there are extra craft supplies, we will place them in the storage area to use in the future.