

# Oklahoma



## Youth Services

# Guidelines

# Oklahoma Youth Services Guidelines

Approved by the Board of Directors of the Oklahoma Department of Libraries—June 6, 2003

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# Introduction

As a reflection of our vision, the Youth Services Advisory Council created this document as a tool to assist public libraries in planning, promoting and implementing high quality library service for youth in Oklahoma. It can be used to assess current programs, determine areas in need of improvement, design new or expanded services, and provide support for recommended changes through comparison to these state guidelines.

The Youth Services Advisory Council was convened in 2001, and was specifically charged with the creation of these guidelines. The Oklahoma youth services librarians serving as members were:

Carla Hickey—Public Library of Enid and Garfield County

Brook Jones—Alva Public Library

Peggy Kaney—Tahlequah Public Library,  
Eastern Oklahoma District Library System

Darla L’Allier—Hardesty Library, Tulsa City-County Libraries

Karen Lehr—Edmond Public Library,  
Metropolitan Library System

Kathy Logan—Public Library of Enid and Garfield County

Donna Norvell—Oklahoma Department of Libraries

Trudy O’Connor—Perry Carnegie Library

Corby Poursaba—Mabel C. Fry Public Library, Yukon

Sheila Reid-Pickering—Wister Public Library, Southeastern Public Library System

Jenny Stenis—Moore Public Library, Pioneer Library System

Emelia Turner—Kingfisher Memorial Library

## Youth Services Advisory Council Vision

Oklahoma libraries serve to nurture all youth by providing a welcoming atmosphere, inspiring a love of reading, encouraging curiosity and a joy of discovery; and providing access to information, knowledge, and diverse ideas to insure lifelong library uses.

Throughout the document, the word “youth” is used to include young people ranging from birth to teens. “Youth services” are those designed to meet the needs of young people, as well as those who work with them as parents, teachers, or caregivers. The word “library” refers to either an individual library or a library system.

**The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.** These suggestions are a tool for self-assessment of the quality of service, and for creating long-term plans to fulfill the mission and goals of the library. Librarians, staff members serving youth, library board members, governing bodies, and library friends groups may use the guidelines to assess current resources and programs or to advocate for improvements.

**The guidelines are divided into nine sections: administration, facilities, collections, information services, electronic access, programming, community partnerships and outreach, public relations, and volunteers.** Each section begins with a summary of that area, and follows with a checklist of suggestions for self-assessment. The goal of these guidelines is to improve library youth services throughout Oklahoma, by inspiring and supporting those who provide these services. All those who work with youth are to be applauded.

# Administration

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Administration encompasses the essential business practices needed to offer innovative and responsive public library services to Oklahoma youth. These practices include planning, evaluating, staffing and funding.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

## Planning

Planning involves many activities and is an ongoing cycle. Staff members serving youth continually gather and analyze demographic data about current and potential clientele. They also examine the community to assess needs and offer related services. Data analysis is helpful in setting priorities, determining broad goals and specific measurable objectives, and evaluating those objectives and strategies.

A written plan guides the work of staff members serving youth by stating desired goals, establishing objectives and describing strategies to be implemented. This plan is evaluated regularly with changes made as new information or significant changes in the environment or the library develop.

Planning activities may be accomplished within the overall mission and roles in the community that the library as a whole has chosen. The staff member serving youth at all levels is actively involved in drafting the library's long-range plan. Goals and objectives for youth services are designed to implement the directions outlined in the library's plan.

- Ongoing analysis of community needs is carried out in regard to youth services and services are prioritized based on this analysis.

- Staff members and volunteers working with youth are involved in developing the library's long-range plan.
- Written youth services goals, objectives and strategies parallel the direction set for the library as a whole in its long-range plan.
- Youth services goals and objectives are updated regularly.
- Staff members and volunteers working with youth collect and report statistical information required by the local library, the library system, the municipal governing body and the Oklahoma Department of Libraries.
- Staff members and volunteers working with youth evaluate services and collections on an ongoing basis.

## Evaluating

Evaluating is an ongoing assessment of the community response to the library's services and programs.

- Evaluating may lead to adjustments and changes to the plan of action.
- Evaluating includes a variety of methods that may include:
  - program attendance statistics
  - formal and informal interviews
  - surveys
  - circulation data
  - community demographics
  - anecdotal information

## Staffing

Library administration is responsible for policies and procedures regarding recruiting, hiring, developing and maintaining a staff that includes at least one employee who specializes in youth services. When possible, two youth services staff members should be delegated—one for children, and one for teens.

The library seeks people who have a fundamental knowledge of youth development and youth literature, an interest and rapport with youth and the gift of creativity. A staff member serving youth has a general understanding of library principles and procedures, such as needs assessment, planning, budgeting and evaluation. Youth staff members continually read and/or view youth materials in all formats in order to be competent in providing reader's advisory service.

- A staff member serving youth has a clear, written job description.
- A staff member serving youth has a work environment where he/she is encouraged to participate fully and creatively to foster excellence in the youth services program.
- Creation of an empowering work place includes:
  - clearly defined policies and procedures
  - an atmosphere that recognizes and rewards staff accomplishments
  - well-functioning networks for internal communication
- Administration supports and encourages continuing education and training through attendance at workshops and conferences, community networking, and staff involvement in professional organizations on local, state, regional and national levels.
- Administration supports adequate staff hours for planning and implementing programs.

## Funding

Expenditure of public monies for youth services is based on the mission and goals of the library.

- Youth services are clearly supported in the library budget.
- Budget responsibilities for youth services may include expenditures for materials, programs, and/or grants.
- A staff member serving youth collects data and prepares reports on materials usage, program participation and needs assessment in order to influence the library's distribution of revenue.
- All private sector fundraising efforts are coordinated with the library as a whole and support the library's mission and goals.
- Grant writing may lead to obtaining private and public funds for the library for implementing youth services programs and activities.
- Gifts and grants are used to supplement local revenues, not take the place of local tax support money for library services.



# Facilities

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The youth services area in a public library serves young people with needs for recreation and study resources. Often, groups of youth and family members work collectively in this area.

The youth services area is a comfortable, convenient, and enjoyable environment with an inviting, attractive appearance with sections for quiet study, play, and programs. Flexible furnishings provide ample table space and sufficient seating. Appropriate storage capacity and adequate display spaces are also necessary. Visibility, safety, and ease of supervision are important considerations in the design and furnishing of a youth services area.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

## Physical Facility and Arrangement

- The library has specific, designated spaces for youth that are flexible and divided into various environments to accommodate different interests and activities.
- The facility reflects the special needs of youth by providing:
  - age-appropriate restroom fixtures
  - a diaper changing area
  - age-and size-appropriate furnishings
  - durable furniture and floor coverings
  - accessible service and circulation desks which are at an appropriate height for youth
  - developmentally appropriate public computer access
- The youth services area includes:
  - an informal area where youth can read, talk, and browse
  - a quiet study area with tables and/or carrels for doing homework
  - seating for adults accompanying youth
- A work area with a desk and adequate storage, separate from the public area and preferably adjacent to the youth area, is provided for the staff members serving youth.
- The area of the library dedicated to youth services is visible to a staff member at all times and is distinct from other areas of the facility.
- The library includes a youth programming area equipped with:
  - adequate furniture, lighting, equipment, and electrical and AV connections for a variety of activities
  - storage and sink
  - floor surface chosen to reflect room use
- A specific area for young adults is included in the library.
- An area specifically designed for very young children and their caregivers is included in the library.
- The design for the youth area reflects the community served.
- The facility includes an area for youth art displays, educational displays of interest to youth, and public information bulletin boards.
- Youth feel comfortable using all parts of the library, including the adult and reference collections.

## **Furnishings**

- Furnishings are suitable in style and of appropriate size for the age groups using them.
- Adequate seating, furniture, and equipment are available for a variety of activities.
- Shelving and furniture are scaled to fit youth.
- Adequate lighting for reading is available.
- Special lighting may be available for computer workstations and program areas.

## **Shelving and Collection Arrangement**

- Adequate space is provided for housing and displaying the youth collection, including youth reference materials.
- The physical arrangement of the collection encourages youth to explore all parts of the collection.
- The shelving reflects the type of materials housed.
- Alternatives to shelves such as bins, racks, and other display equipment are utilized.

## **Appearance**

- The area has attractive directional and informational signs with language appropriate for youth and consistent in style, color, font, and tone.
- Signage indicates service areas, collection features, and library policies and rules where needed.
- Instructional signage is provided for youth collections, catalogs and other services.
- Symbols and languages in addition to English are used when appropriate.

## **Safety and Accessibility**

- The youth services area is in compliance with the Americans with Disabilities Act and reflects the physical needs of youth.
- The circulation desk and library catalog are easily accessible to youth.
- Racks, shelving, and storage units are sturdy and securely anchored.
- Safe, visible entrances and exits are provided.
- Stairways, balconies, and railings are designed or modified to ensure safety.
- All electrical outlets are childproofed.
- Doors are manageable.
- Safety glass is utilized.
- Furniture is soft and has rounded edges.

# Collections

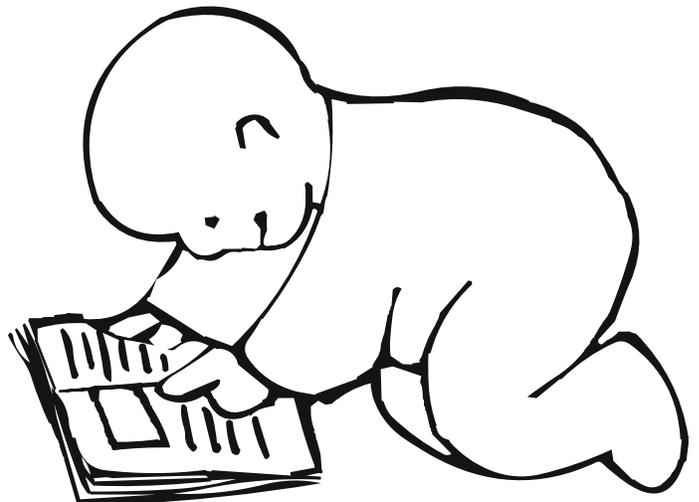
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The library provides a wide range of materials for use by customers and youth staff members serving youth. It serves current as well as anticipated needs and reflects a diverse society. It is essential for the youth services collection to have a written materials selection and/or collection development policy. The policy will be based on the library mission and goals and approved by the appropriate board. A balanced collection includes books and other library resources that reflect the recreational, educational and literary needs of the community.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

- Materials selected for youth meet the criteria established within the library's collection development policy.
- Materials for youth are selected in proportion to the total budget and are based on circulation and use of materials.
- Each year a portion of the youth services materials budget will be spent to replace outdated or damaged materials.
- Materials reflect the current needs and interests of the youth in the community.
- Materials reflect the community interests and requests for various materials when possible.

- Materials reflect a variety of formats including print, audiovisual, electronic, and realia.
- A portion of the audiovisual materials will be purchased with public performance rights.
- Current reference, professional and other materials needed by the youth services staff are available.
- Material selection, evaluation, maintenance, organization and implementation of new technologies are used to offer a balanced collection.
- Gifts offered to the library will be evaluated according to the approved collection policy of the library. Gifts will be accepted or rejected in accordance with collection guidelines.
- Deselection/weeding of the collection is an ongoing process performed by a staff member serving youth, as part of his or her responsibilities.
- Youth have free and equal access to information and materials regardless of physical abilities or socio-economic, geographic, language or cultural factors.



# Information Services

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Library staff members provide information services to all youth wanting assistance in the areas of reference, reader's advisory and library skills instruction. The library provides resources and assistance for educational, informational, and recreational needs and requests. The library is a force for education of all youth, laying a foundation for lifelong learning. The library serves an increasingly diverse citizenry, creating and maintaining liaisons with the many groups composing the local community.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

- Information services are provided to:
  - infants and toddlers
  - preschool youth
  - childcare providers
  - school-age youth (pre-K through high school)
  - youth with disabilities
  - parents, teachers, and caregivers
  - home-schooled youth
  - patrons and families for whom English is a second language
- Youth have access to trained, unbiased, and knowledgeable staff members.
- Trained staff members offer:
  - reader's advisory services during all library hours
  - reader's advisory service for adults working with youth to promote the use of high quality materials
  - access to current bibliographies on a variety of subjects
- Trained staff members provide:
  - age and grade appropriate reference interviews
  - age and grade appropriate materials to support homework information needs
  - current and annually reviewed age and grade appropriate reference resources
  - instruction in use of library resources
  - information on community resources and services for families and youth
  - group tours and classes on the use of library resources
- The library catalog is available and conveniently located for use by youth.
- Written policies are maintained giving youth equal access to all library information resources and services.
- Electronic reference services are provided for homework and information.
- Access to the Internet is provided.
- Computer stations with developmentally appropriate educational resources are available for use within the library.
- Book displays, bulletin boards, and other promotional graphics are developed and maintained on a regular basis for the youth services areas.

# Electronic Access

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Oklahoma's youth need reliable sources on the Internet. Electronic access brings a wealth of information to the computer screen, although some sites are considered controversial.

Active parental involvement is strongly recommended. It is the responsibility of parents to teach their children Internet access skills and monitor their use. Library policies must clearly forbid access by youth to any material on the Internet that is illegal. Policies will also encourage learning and practicing responsible Internet use.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

## Staff Development

- Staff members participate in workshops related to electronic services, including Internet use, database use and software applications. Staff should take advantage of:
  - continuing education workshops offered statewide
  - resources shared among colleagues on a library intranet or in-house electronic message system
  - youth services electronic lists or memo sharing

## Policy Statement

- A written and/or electronic Internet Use Policy statement is part of access to the Internet.
- An Internet Use Policy statement for Internet access is consistent with the library policy and mission statements.
- The Internet Use Policy statement includes procedures to effectively discourage minors' access to harmful materials. Procedures may include:
  - reading and acknowledging Internet safety rules
  - restricted use
  - Internet filtering
  - signed parental responsibility statement for youth access

## Youth Services Outreach & Collaboration

- Bibliographic instruction classes are offered to school groups, either at the library or the school site, on catalog use and resource database use.
- Staff members serving youth connect with city and county agencies and groups, presenting information about the children's electronic services available at the library.

## Hardware

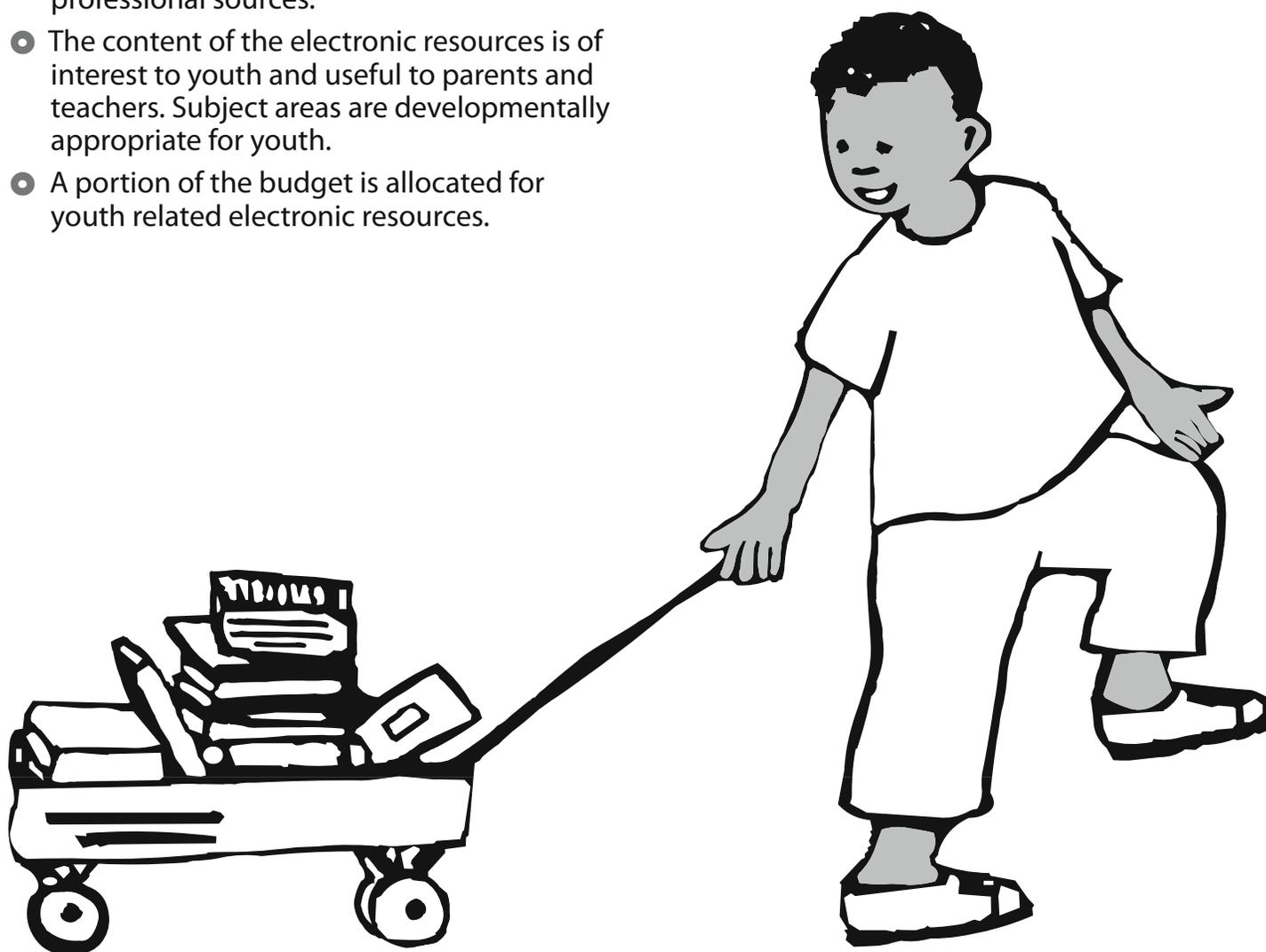
- One or more computer stations are allocated for youth access located in the youth area of the library.
- Technology access is provided for customers with special needs.
- Technical support is available for electronic access.

## Youth Services Plan for Electronic Collection Development

- Subscription databases of journal and image resources are provided for youth use. (Copyright clarification is posted for software and databases.)
- Staff members serving youth select various links for youth access, and youth services links are on the library home page. (Consult American Library Association and Oklahoma Department of Libraries recommended links for youth access.)
- The electronic materials follow the same criteria for print materials, with reviews from professional sources.
- The content of the electronic resources is of interest to youth and useful to parents and teachers. Subject areas are developmentally appropriate for youth.
- A portion of the budget is allocated for youth related electronic resources.

## Funding, Resources & Grant Money

- An advocate for youth services serves on the budget committee to ensure that funding is allocated for electronic resources.
- A staff member serving youth is given opportunities to pursue grants for electronic use.
- A staff member serving youth coordinates with community partners for resources.



# Programming

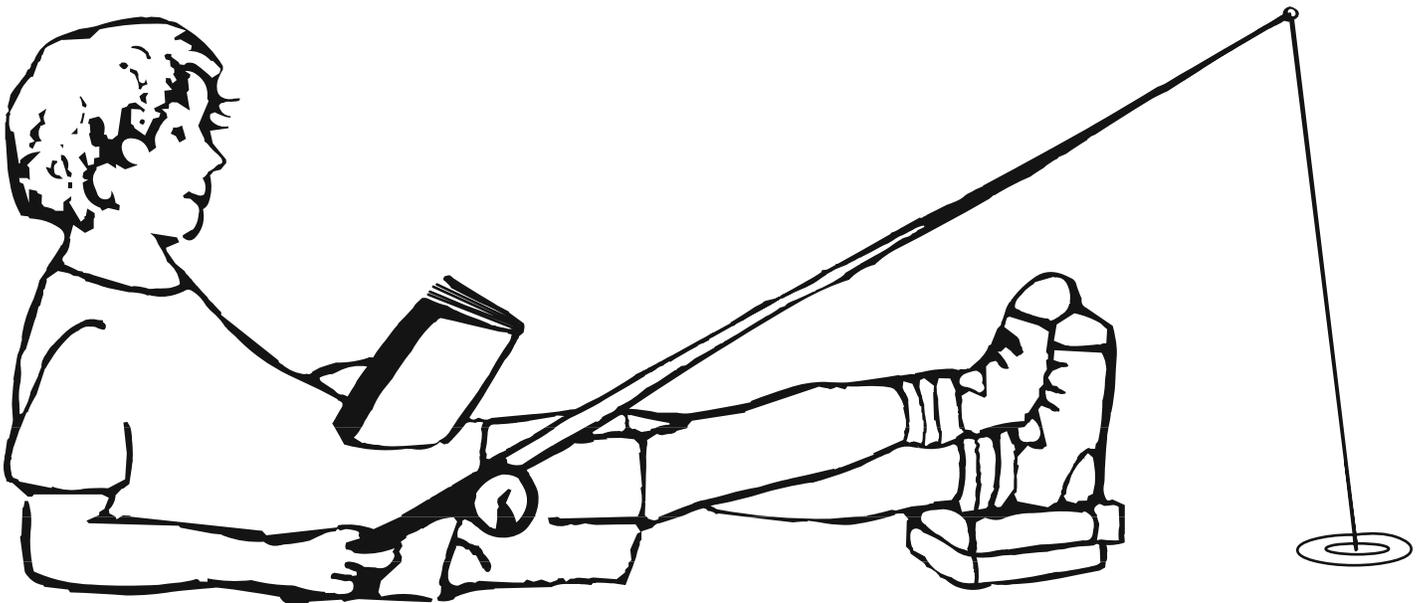
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Programming for youth is an essential part of library service. Library programs promote reading, increase the use of the library and instill a lifelong love of reading. They are designed to fulfill the emotional, recreational, cultural and educational needs of youth and their families.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

- Based on community needs, programs are provided for:
  - infants
  - toddlers
  - preschool children
  - school-age youth (pre-K through high school)
  - home-schooled youth
  - families
  - caregivers
  - persons working with youth

- Programs are free of charge.
- Programs are supported by a separate line item in the budget.
- An area is available for youth programs.
- Scheduling, type and frequency of programs reflect the needs of the community.
- Administration supports adequate staff hours for planning and implementing programs.
- The library works in cooperation with other agencies in the community, bringing in outside presenters for on-site programs, and assisting with off-site programs.
- Programs reflect the multicultural nature of society.
- Accommodations are ADA (Americans With Disabilities Act) appropriate.
- Programs are regularly evaluated for change and improvements.
- The library promotes and markets its programs through a variety of venues in the community.



# Community Partnerships And Outreach

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Outreach services provide an extension of library services outside the confines of the library building, addressing special needs and attracting new users. The library serves the community through various partnerships. Development of cooperative relationships and collaboration in working with community groups provide a broader base of service to meet the needs of youth and their families. Individuals with special needs will be considered and included in outreach. Partnerships with various groups are essential to quality library services. Cooperative relationships will reduce duplicate services and recognize areas that otherwise may be neglected.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

## Cooperative Relationships

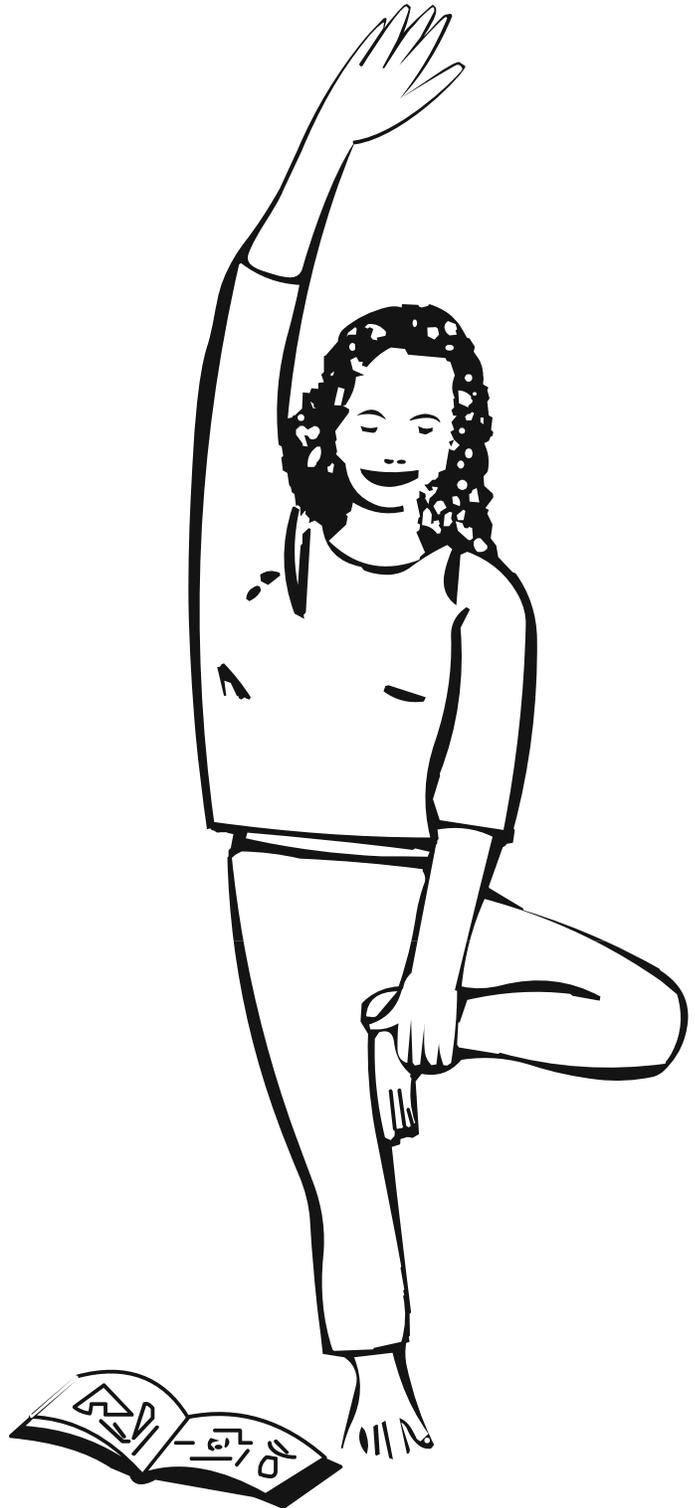
- The staff member serving youth promotes the library's collections, programs, and resources through outreach services. These services may include:
  - cooperative collection development projects
  - bibliographies about specific issues
  - access to electronic information and technology
  - promotion of literacy
  - training of youth service providers in the use of library resources
  - book talks and storytelling in school and child care centers
  - programming to meet special needs
  - regular contact with local public/private school librarians
  - staff attendance at meetings with other agencies involving youth

- service to youth in child care centers: story hours, bookmobiles, story kits, etc.
- promotion of library card registration
- The staff member serving youth works with community agencies to meet the needs of youth and families. Potential partners include:
  - YMCA/YWCA (Young Men's Christian Association/Young Women's Christian Association)
  - Boy/Girl Scouts of America & Camp Fire USA
  - DHS (Department of Human Services)
  - church or civic groups
  - PTA/PTO (Parent Teacher Association/Parent Teacher Organization) or other school groups
  - Chamber of Commerce
  - schools
  - businesses or corporations
  - government agencies (police, fire, county extension, etc.)
  - arts and humanities organizations

## Customers Served

- The staff member serving youth forms alliances with government agencies to serve youth who are under their supervision:
  - youth in foster care
  - youth in rehabilitation programs
  - incarcerated youth
  - institutionalized youth
- The staff member serving youth works in partnership with schools to promote literacy, learning and library use for special populations:
  - educationally disadvantaged youth
  - students in alternative schools
  - home-schooled youth

- youth with emotional, cognitive or physical disabilities
- youth in public/private, elementary/secondary school
- youth in child care programs
- The staff member serving youth encourages cooperative efforts and creates innovative programs to meet the needs of at-risk populations.
  - pregnant teens/teen parents and their children
  - families in poverty
  - suicidal youth
  - youth with drug or alcohol dependencies
  - youth living in abusive situations or with abusive backgrounds
  - geographically isolated youth
  - emancipated minors
  - illiterate families
  - latchkey youth
  - gay, lesbian, bisexual or transgender youth
  - homeless families and youth
  - English as a second language (ESL) families and youth



# Public Relations

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In order for youth services to be as effective as possible, a library conducts an active public relations program, which includes communicating and promoting library services and programs. Administering a successful program of services to youth requires library staff to communicate and promote youth services to the community, develop community support, and establish good relationships with the local media. In addition, a staff member serving youth needs to be sensitive to internal public relations and establish good working relationships with other members of the library staff.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

## Guidelines for Effective Public Relations

- Inform and update library staff, administration, library board members, trustees, friends of the library, and other library support groups.
- Work with media, schools, community organizations, business and public officials to support library resources and services.
- Promote youth services within the library and throughout the community with effective printed publicity materials.
- Plan, budget and implement public relations.
- Evaluate public relations activities and their effectiveness on youth services.
- Publicize programs and services through a variety of means, such as:
  - Chamber of Commerce and community calendar
  - local businesses
  - bookstores
  - Health Department and Department of Human Services
  - tribal entities
  - churches and non-profit organizations
  - daycare providers, preschools and Head Start
  - radio, television, and electronic communications
  - flyers, posters, newsletters, and newspapers
  - political and professional organizations
  - library calendar and website
  - library customers and local literacy groups
  - recreation department newsletter and calendar
  - schools and social service agencies
  - word of mouth

# Volunteers

Volunteers are valuable assets in any library setting. Volunteers contribute by supporting the efforts of library staff. With their help, staff are able to enhance library service to customers. By performing routine jobs or providing highly specialized or technical assistance, depending on their background and experiences, volunteers free staff to concentrate on their area of expertise.

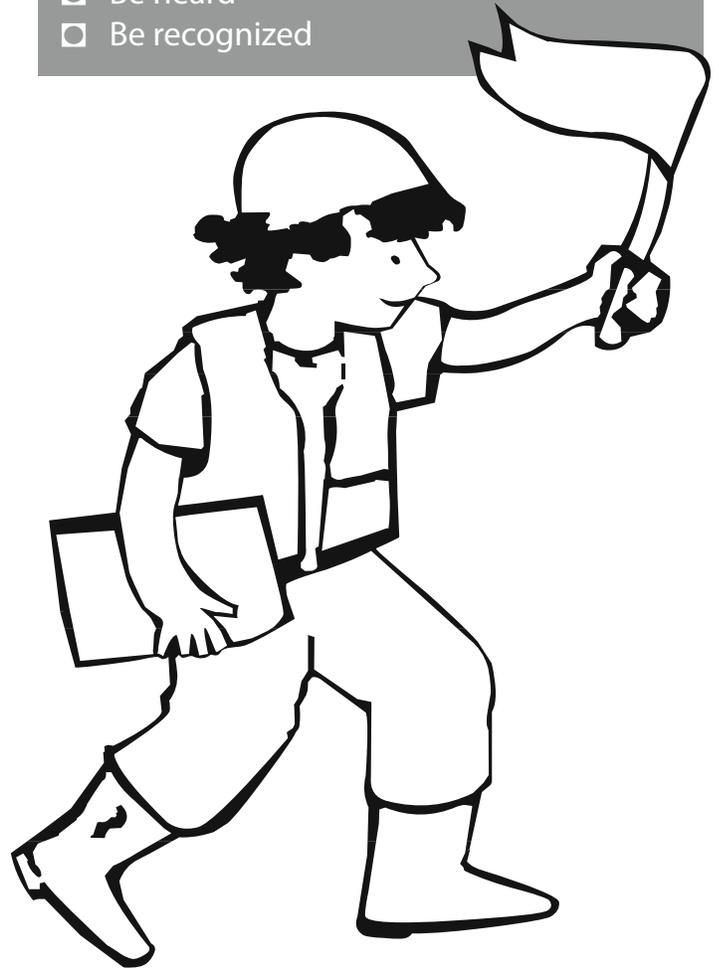
Volunteers are interested and committed and often become excellent promoters, publicists and strong advocates for the library. Successful volunteers utilize their many skills and talents. Volunteering offers the opportunity to experience satisfaction and fulfillment by providing valued and responsible service, and with some encouragement, may lead some to a library career.

*The following suggestions are ideals. Attainability depends on library size, staffing, community funding and available resources.*

- Volunteers may be youth or adults.
- Volunteers working with youth must be screened with appropriate safety measures, to discourage improper conduct.
- Volunteers must be supervised.
- Volunteers must abide by library policies and procedures.
- Volunteers never replace staff.
- Volunteers function in roles and capacities that release the staff to assist customers in meeting their needs.
- Ongoing training and proper guidance equip the volunteer with basic skills and knowledge needed to perform assignments effectively.
- Volunteers are given recognition.

## Volunteer Bill of Rights

- Be treated with respect
- Be given a suitable assignment
- Be given training for their tasks
- Be given sound direction and guidance
- Be offered a variety of experiences
- Be heard
- Be recognized



# Resource List

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## Books

### Programming

Bauer, Caroline Feller. *Leading Kids to Books Through Crafts*. Chicago: American Library Association, 2000.

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### Collection Development

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Steiner, Stanley F. *Promoting a Global Community through Multicultural Children's Literature*. Englewood, Colo.: Libraries Unlimited, 2001.

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## Periodicals

*ALAN Review*—Scholarly articles and annotated bibliographies on young adult literature, teaching YA literature, series, genre fiction, author interviews. web: scholar.lib.vt.edu/ejournals/ALAN

*Booklist*—Reviews current children's, young adult, and adult materials "worthy of consideration for purchase by small and medium-sized public libraries and school library media specialists." Published 22 times a year. To subscribe: P.O. Box 607, Mt. Morris, IL 61054-7564. \$74.50 a year. web: www.ala.org/booklist

*The Bulletin of the Center for Children's Books*—Reviews recommended of new books for children and young adults. Published 11 months of the year. (no August publication) \$66 a year for institutions, \$50 a year for individuals. University of Illinois Press, BCCB, 1325 S. Oak St., Champaign, IL 61820. To subscribe: 1-866-244-0626 or FAX 217-244-9910. web: www.lis.uiuc.edu/puboff/bccb

*The Horn Book Magazine*—Reviews recommended books for children and young adults. Articles and interviews in field of children's literature. 56 Roland St., Suite 200, Boston, MA 02129. 800-325-1170 or FAX 617-628-0882. email: info@hbook.com. web: www.hbook.com

*KLIATT*—Reviews paperback books, hardcover fiction, audio books, and educational software for children and teens. Also adult books for YAs. \$39 a year. 33 Bay State Rd., Wellesley, MA 02481. 781-237-7577 or FAX 781-237-7577 email: kliatt@aol.com. web: hometown.aol.com/kliatt

*School Library Journal*—Book and media reviews, articles, columns for school library media specialists and public librarians. 12 issues a year. \$109 year. P.O. Box 16178, North Hollywood, CA 91615-6178. 1-800-595-1066 or FAX 818-487-4550. web: slj.reviewsnews.com/index

*VOYA (Voice of Youth Advocates)*—Book and computer software reviews, articles, and features for librarians serving young adults. Bi-monthly. \$42 a year. Scarecrow Press, Inc., 4720 Boston Way, Lanham, MD 20706. 1-888-486-9297. email: voya@voya.com. web: www.voya.com

## **Web Addresses And Electronic Lists**

### **American Library Association (ALA)**

www.ala.org—Provides information on all aspects of library profession. Two divisions especially pertinent to youth services are *Association for Library Service to Children (ALSC)* and *Young Adult Library Services Association (YALSA)*. Each division has developed a set of competencies for librarians serving these populations.

Association for Library Service to Children (ALSC)—web: [www.ala.org/alsc](http://www.ala.org/alsc)

Competencies for Librarians Serving Children in Public Libraries, Rev. Ed.—web: [www.ala.org/alsc/competencies.html](http://www.ala.org/alsc/competencies.html)

Young Adult Library Services Association (YALSA)—web: [www.ala.org/yalsa](http://www.ala.org/yalsa)

Young Adults Deserve the Best: Competencies for Librarians Serving Youth—web: [www.ala.org/yalsa/yalsainfo/competencies.html](http://www.ala.org/yalsa/yalsainfo/competencies.html)

### **The Best Kids Booksite**

web: [www.thebestkidsbooksite.com](http://www.thebestkidsbooksite.com)—Contains a wide variety of story time and craft ideas. Searchable by topic, occasion or craft material.

### **Children's Book Council**

web: [www.cbcbooks.org](http://www.cbcbooks.org)—The Children's Book Council encourages literacy and the use and enjoyment of children's books. Provides information about children's book publishing, new releases, and sponsored programs: Children's Book Week and Young People's Poetry Week.

### **KidsClick! Websearch for Kids by Librarians**

web: [sunsite.berkeley.edu/KidsClick!](http://sunsite.berkeley.edu/KidsClick!)—Organized links to 600+ subjects. Arranged by topic as well as by Dewey Decimal Classification.

### **New York Times Children's Book Reviews**

web: [www.nytimes.com/pages/books](http://www.nytimes.com/pages/books)—Includes reviews and best seller lists.

### **Oklahoma Department of Libraries**

www.odl.state.ok.us—Information on Oklahoma libraries and resources. Contains variety of resources under *OK Kids* such as Kid's Connections (an organized collection of child friendly links) and the Oklahoma Kids Count Factbook.

### **Oklahoma Library Association**

web: [www.oklibs.org](http://www.oklibs.org)—Information regarding the state library association including professional development, resources, and activities. Especially pertinent to youth services is the Children and Teen Services Roundtable (CATS). CATS maintains an electronic list which is used as a vehicle to provide information regarding youth services in Oklahoma public libraries.

CATS Children And Teen Services Roundtable Electronic List—web: [lists.onenet.net/mailman/listinfo/cats](mailto:lists.onenet.net/mailman/listinfo/cats)

### **Sharyn November's Children's and Teen Books**

web: [www.sharyn.org](http://www.sharyn.org)—Links associated with all aspects of children's books and book publishing. Especially helpful are the alphabetically organized links to children's book author web pages.

## Organizations

### American Library Association (ALA)

50 E. Huron, Chicago, IL 60611  
1-800-545-2433  
web: [www.ala.org](http://www.ala.org)

### Association for Library Service to Children (ALSC—a division of ALA)

50 E. Huron, Chicago, IL 60611  
1-800/545-2433, ext. 2163  
web: [www.ala.org/alsc](http://www.ala.org/alsc)

### Oklahoma Department of Libraries (ODL)

200 NE 18<sup>th</sup> St., Oklahoma City, OK 73105-3298  
405-521-2502  
web: [www.odl.state.ok.us](http://www.odl.state.ok.us)

### Oklahoma Library Association (OLA)

300 Hardy Drive, Edmond, OK 73013  
405-348-0506  
web: [www.oklibs.org](http://www.oklibs.org)

### Mountain Plains Library Association (MPLA)

Joe Edelen  
Executive Secretary  
c/o ID Weeks Library  
University of South Dakota  
414 E. Clark Street  
Vermillion, SD 57069-2390  
605-677-6082  
web: [www.usd.edu/mpla](http://www.usd.edu/mpla)

### Public Library Association (PLA—a division of ALA)

50 E. Huron, Chicago, IL 60611  
1-800-545-2433, ext. 5752  
web: [www.pla.org](http://www.pla.org)

### Young Adult Library Services Association (YALSA—a division of ALA)

50 E. Huron, Chicago, IL 60611  
1-800-545-2433, ext. 4390  
web: [www.ala.org/yalsa](http://www.ala.org/yalsa)

