

## ESTHERVILLE PUBLIC LIBRARY SERVICE TO SCHOOLS, SPECIALIZED GROUPS, STORY TIME AND OUTREACH

**School Libraries:** Representatives of Iowa Lakes Community College or the local K12 school system are welcome to request materials, programming and class visits of the library and its staff. School librarians are encouraged to coordinate services with the public library as much as possible to avoid duplication and encourage cross-promotion. It is appreciated when teachers keep the Estherville Public Library staff informed about assignments.

**Specialized Groups:** The Estherville Public Library will assist community members who would like to utilize the services of the Iowa Library for the Blind and Physically Handicapped.

Upon request, the Estherville Public Library will schedule specific programming or tours for groups such as Day Care, Head Start, and Hope Haven, etc. Any other groups that wish to use the library as a part of their activity are welcome, but must notify the EPL in advance of their desire to use the facility or to schedule programming time with our staff.

### ~~Children's Story Time Hours~~

**Children's Story Time:** Story Times are offered as scheduling and demand permit. Story Time, and may be cancelled due to holidays, weather or short staffing.

### ~~Day Care and Preschool Outreach~~

**Bookmobile Services:** The library offers bookmobile services to residential care facilities, daycare and preschool providers from mid-September through mid-May, continuing through the summer months upon request. Books will be dropped off at daycare and preschool sites to promote early literacy and picked up two weeks later (or within an agreed-upon schedule) in exchange for more books. No quantity limitations are placed on bookmobile services.

**Special Outreach Programs:** Our second Outreach involves providing off-site story time programs to registered daycare providers. This service is provided from mid-September through mid-May. Library staff may visit daycare providers monthly or every two weeks and share a story time (sometimes including a craft or activity) for 30-45 minutes, as scheduling allows. This also includes books which will be left with the daycare until the next visit. In order to be eligible for off-site programming visits, providers must be registered and must serve 8 or more children. To account for the fact that there are always last-minute cancellations and absences, each provider needs to average at least 5 children in attendance (larger than the average family) over a 6-month period to remain eligible.

### ~~Special Outreach Programs~~

The library will provide special services to the hospital and care centers by special request. This is to be in compliance with HIPAA.

The Estherville Public Library will not be involved in any fund-raising programs except those that raise money for the library.

Approved: 03/2011

Reviewed: 01/2013, 08/05/2014, 09/05/2017, 11/3/2020, 6/6/2023

Revised: 01/2013, 08/05/2014, 09/05/2017, 11/3/2020, 6/6/2023