

September 14, 2021

Main Library
1786 Burlington Pike
Burlington, KY 41005

Florence Branch
7425 U.S. 42
Florence, KY 41042

Hebron Branch
1863 North Bend Rd.
Hebron, KY 41048

Scheben Branch
8899 U.S. 42
Union, KY 41091

Walton Branch
21 S. Main St.
Walton, KY 41094

Chapin Memorial Library
6517 Market St.
Petersburg, KY 41080

Boone County Public Library (BCPL) continues to follow Kentucky Public Health, CDC, and Northern Kentucky Health Department guidelines for addressing the spread of COVID. As we return to in-person programming, the safety of our friends in all of the buildings and classrooms we serve is our highest priority.

All library staff will be masked per Library policy. In addition, the following mitigation strategies must be adhered to in order to ensure a safe and successful programming experience:

- All programming for infants through 2-year-olds will be temporarily suspended. Upon request, library staff will provide teachers with a collection of materials to support teaching and learning.
- If the Library Bus is present at a site, access to our space will be limited to two teachers at a time. Children will not be able to select their own books, but will be offered a storytime on school property.
- All participants must adhere to distancing protocols. Specifically, storytimes must take place in spaces large enough to allow 6 ft of distancing between a library staff member and program participants. If there is space to safely host a storytime outside, we can make that accommodation.
- The Library must be notified if positive COVID cases are identified in the facility, if the Library had visited the center at least 4 days prior to the diagnosis.

If safety protocols cannot be adhered to, monthly collections of materials can be distributed to sites. In the event that either BCPL or a school cannot meet these guidelines, the other organization may terminate service effective immediately.

If you would like to move forward with storytimes or collection deliveries, please sign the attached Service Agreement; it must be completed before any visits can resume.

We miss everyone so much, and like you, look forward to returning to "normal".

Take care,

Lisa Sensale Yazdian, Ph.D.
Youth Services Manager-Outreach
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2021-2022 Library Bus Service Agreement

Program Overview:

- Library staff will visit your facility once a month with the Library Bus to provide storytimes and offer children and staff the opportunity to check out items for the classroom.
- Storytime slots are 20-25 minutes long for children 2 years and older and 15 minutes for younger children.
- Children 3 years of age and older are invited to enjoy storytimes on the bus. Children 2 years and younger will receive storytimes inside the building.
- Early care and education teachers will be given Early Learning Fun (ELF) cards with rhymes, book, and activity suggestions at each visit.

Service Policy:

Visits

- Scheduling and service are dependent upon staff and vehicle availability, space to safely accommodate a 32 foot vehicle, and the ability to maximize the efficiency of outreach services.
- Stops may be canceled in cases of inclement weather and when the vehicle needs maintenance, updates, and repairs. Facilities will be notified when these instances occur.
- Visits cannot be rescheduled. Please let us know if there is a change in your schedule.
- The Library reserves the right to discontinue visits to sites that
 - exhibit a continuing trend of low circulation.
 - do not actively participate or show an interest in our service.
 - do not adhere to Library policies.

Library Cards and Lending

- Sites will be issued Youth Services Outreach library cards for the facility and/or individual classrooms to check out materials; items must be checked out on these cards.
- You will not need to bring library cards to the Library Bus to check out materials.
- Materials checked out on your library card have a 42 day check-out period.
- We will renew any materials that do not come back until our next visit. Most materials have renewals so if you would like to keep something longer - please do!
- Youth Services Outreach cards will NOT be charged late fees.
- Facilities will be billed once a year, in the spring, for damaged or lost items.
- Reimbursements will be issued for items found and returned in acceptable condition within 6 months of payment.
- Library cards must be presented to check out materials at a branch; you will not be able to check out with an ID.
- Library cards are blocked from checking out adult materials at the branches.
- If you choose to check out materials from a branch with your personal card for work, you will

be responsible for all renewals and fines.

Check-out Expectations

- Library staff can bring 1 collection of materials per site that will be checked out on the facility card.
- Sites must check out items for at least 75% of their enrollment at each visit.
- Children should be given the opportunity to select their own books to check-out when they enter the vehicle.
- Materials checked-out on Youth Services Outreach library cards must remain on-site and should not be taken home.
- Store your items in a familiar place (bin, shelf, laundry basket, etc.).
- Teach children how to handle and care for library books. If a page is torn, please let us know so our "book doctor" can fix it with special materials.
- Enjoy reading time...Make it fun for all!

Responsibility

- Sites are responsible for all items borrowed on facility and classroom cards.
- Library staff will provide locations with periodic updates of items checked out on accounts, however, it is recommended that programs also keep track of materials checked out on all cards: https://bcp.ent.sirsi.net/client/en_US/default# (default password: 1234).
- If bills are not paid by the requested due date, service will discontinue, library card privileges will be suspended, and you may lose your spot on our service route for an extended period of time.
- Bills 30 days past due will be turned over to a collection agency.

Library Bus Guidelines

- Please be prepared to come to the bus with the books to be returned. We adhere to a tight schedule.
- When coming to the bus, the teacher must remain with the children at all times. Library staff cannot be used to maintain staff-to-child ratios.
- Teachers are invited to browse books after the class is situated in the back of the bus.
- When leaving the bus, please have a teacher exit in front of the group to ensure safety and maintain control of the children as they return to the building.
- Have children line up in single file and hold onto the hand railing as they exit the bus. Children must walk down the steps one child at a time.
- The teachers whose children do not come out to the bus are encouraged to visit and check out any time we are there.

Facility/Program Information (please print):

Director Name: Dr. Mike Shires
Facility/Program Name: Preschool Achievement Center
Facility/Program Address: 7627 Ewing Blvd.
Phone #: 859-283-3251 Email: michael.shires@boone.kyschool.us Fax #: 859-282-0019
Enrollment: 140

Owner/Corporate Information (please print):

Contact Person: _____
Mailing Address: _____
Phone #: _____ Email: _____ Fax #: _____

Center owners, directors, and teachers agree to the service terms outlined in this document.

Director Signature: _____ Date: _____