

Mid-Mississippi Regional Library System Early Literacy Station Policy & Procedures



Library System Board adopted on October 25, 2010
Revised July 1, 2011 and May 27, 2014

The Mid-Mississippi Regional Library System (MMRLS) strives to provide quality up-to-date materials, technology, programming and services, along with life-long learning opportunities to its customers of all ages. To assist with the early childhood educational needs of its communities, MMRLS offers an Early Literacy Station (ELS) in some of its branch libraries' children's department.

The ELS, including an all-in-one touch screen, colorful keyboard, mouse, and printer, is a computer workstation loaded with 37 English, 32 Spanish, and 22 English/Spanish software titles for children ages 2 to 10, spanning seven curricular areas including reading, writing, science, math, geography, music, and the arts. The software programs are imaginative, intuitive, and use sound and graphics to encourage exploration and to draw kids into a learning adventure. The ELS offers children a safe standalone computer not connected to the internet that is age appropriate, engaging, and academically relevant for children.

Requirements and Procedures:

- The ELS educational software is designed for children **ages 2 to 10**. If a child older than the age of 10 is experiencing learning difficulties, the child's parent may request that the child be allowed to use the ELS.
- **Children ages 2 through 7 must have an adult (at least 18 years of age) sitting at the ELS with them. Children ages 8 through 10 may use the ELS without an adult sitting at the ELS.**
- User sessions are limited to 30 minutes each.
- Accompanying adult should first check availability of the ELS with library staff at the circulation desk. Appointments may be made in advance by contacting library staff. Appointments will be scheduled in 30 minute increments. If someone comes to the circulation desk wanting to use the ELS less than 30 minutes from the next scheduled appointment, they may do so with the understanding that they will not have a full 30 minute session.
- The child or his/her parent (if child is not eligible) must have a current library card in good standing to use the ELS. The card must be presented and held at the circulation desk during the computer session.
- **Guests of a MMRLS adult cardholder may use the ELS when visiting the cardholder for weekends, school breaks, summers, etc.**

Early Literacy Station Policy & Guidelines adopted on October 25, 2010, revised 7/1/11,
5/27/14

Early Literacy Station Policy & Procedures (continued)

- Library staff will log User into their session using Session Password.
- One minute before the session time length limit is reached, the User will receive a warning on the screen. When the session is ended, the User will receive a message that his/her time has expired.
- Printing is available during a session, but requires a staff password to print. Always click on print preview before selecting print. ELS printer is set up for color copies. The recovery cost for color copies is **\$1.00 per page**.
- A User may return to the circulation desk and ask for an additional 30 minute session if no one has schedule the next available time.
- Once User session is over, accompanying adult should inform staff at the circulation desk and retrieve the child's or his/her parents library card.
- A User session will automatically end if the computer sits idle for over 5 minutes during a session.
- Library staff will check ELS to verify User's session has ended.
- The ELS will automatically turn off 15 minutes before the library closes for the day. A warning will be displayed on the screen 15 minutes before the ELS turns off.

I have read and understand the policy of the Early Literacy Station.

X

Print Child's Name

X

Parent's Signature

Date