

2317 LIBRARY SERVICES	
Chapter: Sununu Youth Services Center	Section: Recreational Activities
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: May 14, 2010 Scheduled Review Date: _____
	William W. Fenniman, DJJS Director
Related Statute(s): RSA 621 and RSA 621-A Related Admin Rule(s): _____ Related Federal Regulation(s): _____	Related Form(s): _____ Bridges' Screen(s) and Attachment(s): _____

The SYSC is committed to creating and maintaining a library that is functional in design and inviting in appearance that combine to make for a congenial atmosphere for all of our residents. Further, it is essential that our plan for and continuously acquire library materials and establish circulation of materials to satisfy the needs of all our residents.

Purpose

The purpose of this policy is to establish the SYSC Library procedures.

Policy

- I. Qualified Library Supervisor: The SYSC Library shall be supervised by a qualified person who will coordinate and supervise library services. The Library Supervisor will ensure the following:
 - A. The library is organized for convenient use.
 - B. The library is staffed for information services to help locate facts for residents as needed.
 - C. Materials are reviewed to ensure they are suitable for our residents.
 - D. There is an adequate circulation of materials to satisfy the needs of our residents.

- II. Criteria to Select and Maintain Library Material: The Library Supervisor shall utilize a systematic approach to determining the service needs of our residents and will select and maintain the Library's material based on the following criteria:
 - A. Materials that support the school curricula.
 - B. Choices based on review on-line (Barnes & Noble, Amazon, etc.)
 - C. Variety of viewpoints, not only one perspective.
 - D. High artistic quality and/or literary style.

- III. Forbidden Material: The following are forbidden:
 - A. No drug, violent and/or sexual themes.
 - B. No material that degrades human beings.

- C. No material encouraging a criminal lifestyle.
- D. No martial arts, combat tactics, or other similar material.
- IV. Library Organization: The Library will be organized according to the Dewey Decimal Classification System for Reference, Fiction, and Non-fiction books. The Library will maintain a Magazine Section and a Video Section.
- V. Book Tracking System: The Library will maintain a circulation tracking program [Follett Circulation] that tracks all books checked out, which will help ensure we are circulating materials to satisfy the needs of our residents.
- VI. Continuous Acquisition of Materials: The Library Supervisor will purchase new books annually and will maintain the Library's magazine subscriptions.