

SUBJECT: LITERACY PROGRAM**EFFECTIVE: AUGUST 27, 2015****SUPERSEDES: 3/2011****1. PURPOSE:**

- A. To fulfill its mission of promoting lifelong learning, an informed citizenry, individual intellectual freedom, enhanced quality of life, and broadened horizons for all residents of Hillsborough County, Tampa-Hillsborough County Public Library (THPL) supports the work of the Hillsborough Literacy Council, a program through which volunteers tutor adults in speaking, reading, and writing the English language.

2. POLICY:

- A. THPL provides a variety of support to the Literacy Council, including:
1. Providing a THPL Literacy Liaison and clerical staff to support the partnership with the Hillsborough Literacy Council (HLC).
 2. Providing meeting room(s) and/or tutoring space(s) with scheduled priority for literacy tutoring sessions.
 3. Distributing and/or posting Hillsborough Literacy Council literature.
 4. Referring potential students and tutors to the program.
 5. Providing space and equipment for tutor training and literacy workshops.
 6. Providing library delivery service for exchange of materials between literacy staff and tutors and a dedicated spot for literacy mail at each library location.
 7. Maintaining an Adult New Reader (ANR) collection, which includes English for Speakers of Other Languages (ESOL) materials at each library location.
 8. Providing office space, postage, a literacy database software program, and a telephone line dedicated to Hillsborough Literacy Council use.
 9. Allowing tutors to photocopy literacy materials (generally up to 10 copies per student per library visit) free of charge.
 10. Providing a link to the Hillsborough Literacy Council website on the hcplc.org website and a monthly electronic newsletter to active tutors and other interested parties.
 11. Allocating a portion of the materials budget for ANR materials
 12. Assisting the Council with acknowledging volunteer hours through HLC's Annual Recognition Event.
- B. Literacy Tutors volunteer through the Hillsborough Literacy Council.
1. Literacy tutor volunteer paperwork is completed through the Hillsborough Literacy Council (HLC).

2. Hillsborough Literacy Council office support volunteers must complete a volunteer application and be processed in the same way as other library volunteers.

3. PROCEDURE:

- A. HLC staff will schedule the first tutor session and book the library meeting room. Tutors are responsible for reserving meeting rooms for all subsequent tutoring sessions in advance and notifying the library if meeting rooms are no longer needed.
- B. The Literacy Liaison should be notified if any problems occur with tutor use of library facilities.
- C. By the fifth working day of every month, tutors are responsible for submitting their total number of volunteer hours for the previous month through the Hillsborough Literacy Council website by filling out the *Monthly Report* form.
- D. Tutors with the Hillsborough Literacy Council may use staff photocopiers to copy literacy materials (generally up to 10 copies per student per visit.) Tutors are responsible for making their own copies.

4. AUTHORITY:

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director