Program Requirements

Find this document and others referenced below at
https://libraries.idaho.gov/rtm/my-first-books/

Outcomes:

1. Participating children increase their access to books by starting a home library.
2. More underserved families have library cards and use the public library.
3. Participating children increase early literacy skills.
4. Parents of participating children increase their knowledge about early literacy.
5. Parents of participating children increase home literacy activities.
6. Libraries strengthen community partnerships.
7. Library staff develop personal relationships with children at partner sites and their families.

Eligibility:

- Participating libraries must be a **publicly-funded public library.**
- Each library must have a **community partner** who provides services for "underserved" children; that is, children who are unlikely to have many books at home and/or are not as likely to utilize library services, such as:
    - Children in lower-income families
    - English Language Learners
    - Children of teen parents
    - Children in daycare
    - Children with developmental disabilities
    - Refugee children
    - Children living in rural areas in which the library is a great distance away
- Community Partner must offer **consistent enrollment** for childcare or preschool services from September through May. Drop-in programs or summer programs do not qualify (i.e., Boys and Girls Club, Migrant Seasonal Head Start, etc.*)

**You may apply for the Outreach for Underserved Children Program if you plan to conduct an outreach activity for one of these type of organizations serving underserved children throughout the year:* https://libraries.idaho.gov/rtm/underserved-program/

- Library must agree to participate fully in the program from August through May.
- Participants are expected to attend a training session in August (or before implementing program).

Book Distribution:

- Books should go to the same children every month.
- *All children* in the classroom (school, daycare or preschool) must be included in the monthly distributions, rather than just a subset of identified children.
- Every child receives the **Book of the Month** and a parent newsletter, "**The Bookworm"**, to take home. The three age groups for the My First Books program are:
    - Birth to age two (board books), babies and toddlers up to 35 months
    - Preschool, ages 3 to 5, have not yet entered kindergarten
    - Kindergarten, ages 5-6, attending district or private kindergarten program
- Monthly book distribution and storytime/book activity is by library staff (paid or volunteer), face-to-face with children (no mailing of books or leaving them at a center or classroom to be delivered later). The distribution should contain an educational component; you are encouraged to read the book and do a simple activity related to the early literacy skill or theme of the book. Please leave a book and "Bookworm" for each child that is absent.
- Only the designated titles may be given to the designated age group during the designated month. If you are short on books, please contact us immediately. We can usually have books shipped to you within two days. See **Calendar** for list of titles each month.
- The first distribution will take place in October, then once per month through May. In May, an additional book per child will be included in the shipment; children will thereby receive the May title and can choose an additional book as well.
- Please send an **Introduction Letter** home with the first book and newsletter so that parents know they are participating in the program. Please also send a letter to any families who come into the program throughout the school year. A template can be accessed on our website.
- Sometimes your participant numbers fluctuate. Please let us know by the end of each month if you have too many or not enough books so that we can adjust your numbers for the following month. You may request additional books by using the **Request Form** provided on our website.

Family Literacy Event:

- Each library site must provide one **workshop for parents of participating children** or one **family literacy event held for My First Books families** that focuses on early literacy skills. You will be asked to report on the number of My First Books families/parents who attended.

Evaluation:

- Distribute and collect the **My First Books Parent Survey** and **Partner Survey** at the end of the nine-month program.
- Submit a **Final Report** and parent surveys by **June 1**.

Note: *All documents, reports, information sheets, surveys, and templates can be accessed on the My First Books website, under the* ***"Resources for My First Books Participants"*** *section at the bottom of this page:*

http://libraries.idaho.gov/rtm/my-first-books/