



## **Literacy Program**

Policy Number: LS 1103

Effective: July 2018

### Purpose

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,” the 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.

### Policy

The library provides a variety of support to the Literacy Council, including providing a THPL Literacy Coordinator and clerical staff to support the partnership with the Hillsborough Literacy Council (HLC), meeting room(s) and/or tutoring space(s) with scheduled priority for literacy tutoring sessions, distributing and/or posting HLC literature, referring potential students and tutors to the program, providing space and equipment for tutor training and literacy workshops, providing library delivery service for exchange of materials between the literacy office and tutors and a dedicated spot for literacy mail at each library location, and maintaining an Adult New Reader (ANR) collection, which includes English for Speakers of Other Languages (ESOL) materials, at each library location.

The library provides office space, postage, a literacy database software program, and a telephone line dedicated to HLC use, allows tutors to photocopy literacy materials (generally up to 10 copies per student per library visit) free of charge, provides 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. The library also assists the Council with acknowledging volunteer hours through HLC’s Annual Recognition Event. Literacy Tutors volunteer paperwork is completed through the Council and the Council office support volunteers must complete a volunteer application and be processed in the same way as other volunteers.

### Procedure

HLC staff will schedule the first tutor session and book the library meeting room. Tutors

are responsible for reserving meeting rooms for tutoring sessions in advance and notifying the library if meeting rooms are no longer needed. The Literacy Coordinator should be notified if any problems occur with tutor use of library facilities. 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.