

Virginia Beach Public Library – Early Literacy Outreach
Memorandum of Understanding
Roles and Expectations for Preschool Services

Purpose: The Virginia Beach Public Library strategic plan states that “Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn, write, listen and understand.” The Early Literacy Outreach Mission is to create young readers by providing programs and services that support early literacy efforts to preschool children and their caretakers in identified preschool sites throughout the City of Virginia Beach.

Goals:

- Present *Every Child Ready to Read* curriculum and research-based storytime programs that help children get ready to learn to read.
- Increase opportunities for children to engage in a print-rich environment by providing regular exposure to library programming and ongoing opportunities to select and/or borrow books from the Bookmobile/Book Van.
- Model best practices for teaching early literacy skills to children through talking, singing, reading, writing, and playing.

Roles and Expectations:

Library Staff

- Provide bi-weekly onsite storytimes
- Model and teach early literacy skills and practices to caregivers
- Provide books and other library materials for children and teachers to borrow. The library will issue your school a library card. The card will be held by the library staff and used in cooperation with the teachers at each location. Materials borrowed on this card must remain at the school.

Directors

- Act as the contact/liaison with the library
- Pass along communications from library staff to teachers and parents in a timely manner
- Ensure teachers and teacher assistants actively participate in storytimes and bookmobile visits (where applicable)
- Secure a suitable parking space for the Bookmobile or Book Van
- Add the Bookmobile/Book Van schedule to the school’s calendar
- Ensure library materials are cared for, accounted for, and returned on time
- Notify Early Literacy Outreach Coordinator of changes to your center’s availability during scheduled outreach visits.
- Provide feedback to the library staff to support program implementation and sustainability.

Teachers

- Prepare students for library visits, and be ready when library staff arrives
- Remain with students throughout the entire library visit—both during storytimes and on the bookmobile (where applicable).
- Model appropriate participation and behavior for your students
- Listen for early literacy teacher tips during storytimes
- Assist students in the selection of library material on the bookmobile (where applicable)
- Ensure library materials are cared for, accounted for, and returned on time
- Send literacy activity sheets home to parents
- Provide feedback to the library staff to support program implementation and sustainability.

Time of Performance: The period of the agreement is September 1, 2013 to April 30, 2014. Either party may terminate this agreement with 30 days written notice, citing exact reasons for termination.

In Witness Whereof, the parties hereto have executed this agreement as above written:

ATTEST:

Childcare Center: _____

Director's Name: _____

By _____ / _____
Director's Signature Date

Early Literacy Outreach Department / Virginia Beach Public Library

By _____ / _____
Melanie Tucker, Early Literacy Outreach Coordinator Date