

**Texas State Library and Archives Commission  
Family Place Library Project Agreement FY 2016**

This project is funded in part by a grant from the Institute of Museum and Library Services to the Texas State Library and Archives Commission under the provisions of the Library Services and Technology Act (2016).

Library Name and Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Contact \_\_\_\_\_

Email \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Please complete the following questions as completely as possible in no more than 3 pages. Please email your application to Christine McNew, Youth Services Consultant, Texas State Library and Archives Commission (TSLAC) at [cmcnew@tsl.texas.gov](mailto:cmcnew@tsl.texas.gov) by \_\_\_\_\_.**

1. Describe why your library is interested in becoming a Family Place Library?
2. How would becoming a Family Place Library support your library's strategic plan and the needs of your community?
3. What is the population served in your community and the percentage under 5 years of age?
4. Please describe the programs, services, and library environments that your library currently offers to families with children birth to three?
5. What current community partnerships do you have that support families? Describe what the library provides and what the library receives in return.
6. Describe the staffing and resources your library will provide to ensure the Family Place philosophy and programs are successfully implemented?
7. Describe how your library ensure that the Family Place philosophy will continue beyond the 3 years during which support and consulting will be provided by Family Place Libraries?
8. Participating libraries must have two (2) paid staff at minimum, and two (2) paid staff must attend the training. Please provide the names, titles, and contact information for the two (2) paid staff who will attend the training. One must work with children's services and programs. The other must be a Branch Manager or Library Director. Library Systems with multiple branches may request permission for a Youth Services Coordinator who oversees the children's departments of multiple branches to attend in place of a Branch Manager or Library Director. If a staff member accepts another position at your library, or a position outside of your library, you must notify TSLAC as soon as possible and request approval for a different qualified staff member to attend.

**If selected, I agree to:**

1. Send two paid staff members to the four-day training in Long Island, which begins with dinner on a Monday and ends after lunch on a Thursday. One staff member will work with children's services and programs. The other will be a Branch Manager or Library Director. Library Systems with multiple branches may request permission for a Youth Services Coordinator who oversees the children's departments of multiple branches to attend in place of a Branch Manager or Library Director.
2. Pay for the cost of transportation to Long Island (JFK or La Guardia airports) and for the cost of a rental car. (The Tocker Foundation may reimburse expenses for libraries in communities serving populations under 12,000)
3. Notify TSLAC as soon as possible if a staff member is unavailable to attend the training or becomes ineligible to attend (e.g., accepts a different position within my library or leaves my library's employment), and request approval for a different qualified staff member to attend.
4. Develop an individualized Family Place Plan.

5. Develop coalitions/partnerships with community agencies.
6. Create and maintain a family friendly interactive public space within the Children's Room.
7. Implement a minimum of two, five (5) week session series, 1 hour per week, of the Parent/Child Workshop each year. Register families to attend the workshops.
8. Develop a Parenting Collection in or adjacent to the Children's Room.
9. Provide in-house staff orientation about Family Place Libraries.
10. Maintain Documentation regarding implementation of your Family Place Plan and annual statistics related to the Parent Child Workshop, Early Childhood Programs, Space Usage, Collaborations and Outreach Efforts, as required by Family Place Libraries.
11. Participate in National and Local Evaluation of the Family Place Libraries Project.
12. Replace and refresh the materials and resources in the early learning center, as needed.

Library Director's signature \_\_\_\_\_ Date \_\_\_\_\_