

Family Literacy Center

Membership Application

All of our funding comes from donations by individuals, the Town of Lincoln, and additional sources. The more we know about YOU, the more money we receive!! Please fill out this form completely. Thank you!

Today's Date: _____

Address: _____
(street address) (city) (zip code)

Home Phone: _____ Email Address: _____

Emergency Phone: _____

Family Members: (who will be visiting the FLC) - including yourself

(name– first & last, birthday– month/date/year) (name– first & last, birthday-month/date/year)

(name– first & last, birthday– month/date/year) (name– first & last, birthday-month/date/year)

(name– first & last, birthday– month/date/year) (name– first & last, birthday-month/date/year)

How many people reside in your household? _____

Household Income:

____ Under \$15,000 ____ \$15,001 - \$25,000 ____ \$25,001 - \$40,000

____ \$40,001 - \$50,000 ____ \$50,001 - \$60,000 ____ \$60,001 +

Ethnicity:

____ White ____ Black/African-American
____ Hispanic ____ Asian
____ American Indian/Alaskan Native ____ Black/African-American & White
____ Native Hawaiian/Other Pacific Islander ____ American Indian/Alaskan Native & White
____ American Indian/Alaskan Native & Black/African-American
____ Asian & White ____ Other, please specify: _____

What services will your family use: Circle all that apply

Homework Help Summer Reading Program Funtastic Fridays
Story Hours (evening) Book Borrowing Special Events
Computer use/Internet use Other (specify): _____

My child/children have my permission to borrow books and book-bags from the FLC.

ALL CHILDREN UNDER THE AGE OF TEN MUST BE ACCOMPANIED BY AN ADULT At ALL TIMES>

Parent/Guardian's signature: _____

Policy for Children at the Family Literacy Center (FLC)

Parents: Please read and sign below. Thank you.

The Family Literacy Center (FLC) is a unique institution created by the Lincoln School Department and supported by the Town of Lincoln. The FLC welcomes patrons of all ages to use its facilities, services and resources.

Children and their safety are of great concern to the FLC. We encourage families and youth to use the FLC and, while doing so, also affirm parents' responsibility for their children's safety and upbringing.

Children, like all FLC patrons, are expected to behave appropriately. Parents and caregivers, not FLC staff, are responsible for the behavior and supervision of their children in the FLC.

An unattended child is a child of any age who is apparently unaccompanied by a parent or caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the FLC, and must have adequate supervision from a caregiver.

Parents and caregivers must be advised the FLC is a public place. In the FLC, as in all public places, "stranger danger" is a real concern. FLC staff cannot prevent children from interacting with or leaving the FLC with persons who are not appropriate caregivers.

The FLC cannot be responsible for any consequences of caregivers forfeiting their responsibilities. FLC staff may refer children whom are left unattended or left beyond hours of operation to the appropriate authorities.

Parent's Signature: _____

The Family Literacy Center

“Read Together, Grow Together”

12 Parkway - Manville, RI 02838

401-762-4900 - Email: flc@lincolnri.org

Website: www.flcri.org



Hours

Monday & Tuesday

Noon to 5 PM

Wednesday & Thursday

Noon to 6 PM

Friday


9:00am to 2:00pm

FLC Borrowing and Membership Policy

1. All books are loaned out on a two week basis. If for some reason you cannot return your books by the date due, please call or email the Family Literacy Center and request to renew them. Some books are lengthy and difficult to finish in the time allocated. If you need extended time, just ask.
2. There are no late fees charged, however all borrowed items must be returned before another book or book-bag can be borrowed. If a book is not returned in the condition it was borrowed, borrowing privileges may be revoked.
3. Please do not write, tear, or mistreat the borrowed items. Our supply is limited and we do want to keep all of our families reading!
4. Due to possible mature content, books for adults may only be borrowed by someone 18 years of age or older. Although the Family Literacy Center is more than happy to suggest recommended reading, parents are responsible for helping their child choose appropriate reading material for their child's age group.
5. If you do not see a book you are looking for, please do not hesitate to ask for assistance.
6. Children should not be left unattended. Any child under the age of 10 must be accompanied by an adult. Proper authorities will be notified.

Thank you for registering at the Family Literacy Center.

Happy Reading!

	FAMILY LITERACY CENTER (FLC) POLICIES AND PROCEDURES		
	Original Date: April 17, 2005	Revised Date: 5/22/14	Page Number: 1 of 2
	Subject: DISRUPTIVE BEHAVIOR IN FLC OR ON FLC GROUNDS		Approval:
Policy Number: FLC2107			

PURPOSE

To provide a safe and appropriate environment both within the FLC and on FLC grounds.

POLICY

It is the policy of the Family Literacy Center (FLC) to provide a safe and appropriate environment both within the FLC and on FLC grounds to facilitate the public's use of the FLC's services and resources. When the behavior of a patron constitutes a disruption which interferes with the use of the FLC by other patrons or which interferes with a staff member's completion of his/her duties, the following progressive steps will be taken:

PROCEDURE


1. The staff member will issue a verbal warning, with the statement that the person(s) will be told to leave if the behavior in question does not cease.
2. If the disruptive behavior continues after the verbal warning, the staff member will tell the person(s) to leave the building and the grounds.
3. If there is difficulty in getting the person(s) to leave the building or the grounds, the staff member will call the police.

All instances of eviction and notification of police will be documented by the staff member.

Behaviors which will result in warnings and then evictions from the FLC and its premises:

Violation of FLC rules regarding the proper use of materials and equipment:

- * Inappropriate, foul or vulgar language
- * Running or throwing things in the FLC
- * Inappropriate use, marring, or rearranging of FLC furniture, fixtures or equipment
- * Eating, drinking or smoking
- * Loitering in or outside the building
- * Solicitation of FLC patrons or staff for money, products, services or causes; solicitation of FLC patrons or staff for the signing of political, religious, or other petitions.
- * Gambling
- * Inappropriate public display of physical affection

	DISRUPTIVE BEHAVIOR IN LIBRARY OR ON LIBRARY GROUNDS		
	Original Date: April 17, 2005	Revised Date: 5/22/14	Page Number: 2 of 2
	Policy Number: FLC2107		

- * Talking or laughing in a repeated pattern of loud outbursts
- * Violation of any town, state or federal law
- * Engage in any type of sport in the building or on FLC grounds. This includes skate boarding, ball games and bike riding in the parking lot.
- *Lack of appropriate apparel, including shoes and shirts.

Any time a staff member feels that a patron's behavior is threatening to the immediate safety of other patrons or staff members, the staff member will call the police immediately.

Behaviors which will result in the immediate calling of the police:

- * Hitting or striking another person
- * Threats of violence to oneself or others
- * Harassing other patrons, FLC staff or volunteers, including stalking, staring, and touching
 - * Theft of or vandalism to FLC materials or property or to the personal property of FLC patrons or staff.
 - * Disrespectful attitudes or language, goading, teasing or other types of harassment of FLC patrons or staff
 - * Loitering or remaining on FLC grounds after eviction from the building.

A minor who has been evicted from the building more than twice or whose disruptive behavior has resulted in the summoning of the police will not be allowed to use the FLC again unless accompanied by a parent or guardian. When possible, a letter will be sent to the parent or guardian stating this policy. The minor will be allowed to use the FLC again without parental supervision only when mature, lawful behavior is demonstrated.

To allow for the safety of all patrons:

Sidewalks outside, lobby, and aisles indoor must remain obstacle-free.

FLC patrons should park bicycles or other vehicles only in authorized areas.

Large backpacks, other large bulky items block aisles and should not be brought into the FLC.

FLC patrons should not bring any animals into the FLC except assistive ones.

Patrons should promptly leave the FLC at closing time.


To allow for uninterrupted service, FLC phones are for staff use and emergency use only.

To ensure individuals' right to use the FLC free of disruption, FLC patrons must refrain from:

Loitering or sleeping in the FLC.

Disturbing others with loud or boisterous conduct.

Using cell phones in any area but the front lobby. All cell phones and pages need to be set to vibrate or turned off when in the FLC.

	FAMILY LITERACY CENTER POLICIES AND PROCEDURES		
	Original Date: December 22, 1986	Revised Date: 05/22/14	Page Number: 1 of 1
	Subject: PATRON BEHAVIOR/UNATTENDED CHILDREN		Approval:
Policy Number: FLC2106			

PURPOSE

The Family Literacy Center (FLC) is a public institution open to all. The FLC wants to provide a safe place for patrons of all ages to visit and enjoy the many resources that are offered here. As such, it must maintain orderly, appropriate, and equitable use of the FLC by all patrons. Inappropriate use and disruptive behavior will not be allowed. In order to consider the safety and well being of children, and in order to prevent undue disruption of normal FLC activities, the following policy has been established by the Board of Directors, based on the general premise of consideration and respect for all patrons.

POLICY

1. All children nine years and younger shall at all times be attended and supervised by an adult. The FLC does not provide daycare services.
2. Children ten and older, whom parents judge capable of observing the rules of good conduct and consideration of others as well as library equipment, may use the FLC unattended, for a period not to exceed two hours. All caregivers and their respective children should be aware of closing times.
3. Children attending preschool programs must be accompanied by an adult caregiver.
4. If a FLC staff member determines that a child is unresponsive to requests for good conduct, the staff member may issue a warning. After the first warning, if the disruptive behavior continues, the children will be offered the opportunity to call their parents. They will wait either in the foyer of the building, or outside the FLC.
5. The FLC assumes no responsibility for children left unattended on FLC premises. Due to our concern for the safety and well being of your children, the Lincoln Police will be notified about those who are left unattended when the FLC closes. Children who are left at closing will be entrusted in their care. Under no circumstances will staff transport children from the FLC or accompany them home.
6. Parents should encourage their children to respect FLC property and the rights of others who use the FLC in regard to play, noise and safety. Although the FLC is a fun place for children, playground behavior is not appropriate in the FLC building. The FLC reserves the right to limit the use of the FLC by children and parents who, in the judgment of the FLC staff, are infringing upon the rights of other FLC users by inappropriate behavior.