

Friends of the Alden Library Birthday Books Program Policy

1. Purpose

The **Birthday Books Program**, sponsored by the **Friends of the Alden Library**, aims to promote literacy and foster a love of reading by providing a free book to children during their birthday. This initiative supports the library's mission to serve the community through educational enrichment and equitable access to reading materials.

2. Eligibility

- Children between the ages of **1 and 17 years** are eligible to receive a free birthday book each year.
- Children are encouraged to be **registered library cardholders** or their parents must be a library card holder in good standing at the Dr. Grace O. Doane Alden Public Library. Children may sign up for a library card on the same day as receiving their first birthday book.
- Only **one book per child per year** may be received through this program.
- Families must reside in the cities of Alden, Buckeye, or Popejoy which are served by the library.

3. Book Selection

- Books will be age-appropriate and pre-selected by library staff based on availability, age range, and reading level.
- Whenever possible, children may be given a small selection to choose from within their age category.
- Book selections are final and cannot be exchanged for different titles.

4. Distribution

- Books may be picked up at the Alden Public Library circulation desk or designated area during the child's birthday month.
- Staff will record in patron's record when they received their books. For a child who does not have their own library card, their parents' library card record will be noted.

5. Funding & Donations

- The Birthday Books Program is fully funded by the **Friends of the Library** through donations, fundraising, and grants.

- Community members may donate new, age-appropriate books or funds to support the program.
- All donated books must be approved by library staff to ensure quality and relevance.

6. Program Evaluation

- The library will periodically assess the program's effectiveness based on participation rates, community feedback, and funding sustainability.
- Modifications to the program may be made at the discretion of the Library Director and the Friends of the Library Board.

7. Promotion

- The program will be promoted through library newsletters, social media, in-library displays, and community events.
- Friends of the Library may collaborate with local schools and organizations to spread awareness.

8. Privacy

- All personal information collected for this program will be kept confidential and used solely for the purpose of administering the Birthday Books Program.

9. Contact

For more information about the Birthday Books Program or to obtain a library card, contact:

Dr. Grace O. Doane Alden Public Library

1012 Water Street, Alden, Iowa 50006

Phone: 515-859-3820

Website: www.alden.lib.ia.us

Facebook <https://www.facebook.com/aldenpubliclibrary>

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