

# Procedures for 6 by 6 Early Literacy Activity Kits

## Responsibilities for Public Libraries:

**Public Libraries:** May borrow kits through talking to their Regional System or through ILL. For each kit that is borrowed, member libraries agree to replace fungible materials kits may need (such as paper and crayons, as listed on the kit inventory sheets). Libraries agree to complete the “This Kit Needs” form and leave in the kits as they are returned to the Regional Systems, so RLS staff can easily see what repairs or replacement materials are needed. Agree to return kit pieces clean (sanitizing wipes are included). Libraries may choose to loan kits to local child care programs/agencies, but libraries remain responsible for the condition of the kits upon return.

**Note:** Funds have been set aside to replace or repair items that go missing or become damaged due to normal use. If major damage or loss occurs, borrowing libraries may be responsible for the standard kit replacement fee of \$300 per kit.

## Responsibilities for Other Entities:

**State Library of Kansas:** In order to maintain the integrity of the kit program, the State Library of Kansas retains ownership of the kits and is responsible for supplying funds for the continued administration of the program. The state library is also responsible for reporting on program activities to the Children’s Cabinet, which provides funding for the kit program. The state library asks that each Regional System continue to catalog and circulate eleven large kits.

**Northwest Kansas Library System:** NWKLS staff is responsible for assembling the kits based upon plans created and tested by Johnson County Library. After assembly, NWKLS staff ships kits to each region. NWKLS staff creates a catalog record for each kit.

**Regional Library Systems:** RLS staff adapts NWKLS catalog records as necessary (details below) and adds records to its regional catalog to make kits available to member libraries and to libraries statewide (via ILL). RLS staff checks kit for condition and completeness and fills regional and ILL requests. RLS staff communicates needs for kit replacement parts/materials to NWKLS staff.

## Processing Kit Contents:

SLK staff encourages RLS staff to process the kits as minimally as possible after they arrive. The kits are intended to arrive at each Region ready to be loaned out to member libraries, with all books and activities included, along with instructions and signs for librarians to use. However, some regions may want to label some of the pieces with the kit number or RLS name, which is fine.

## Cataloging:

RLS staff are encouraged to follow the original catalog records created by NWKLS staff as closely as possible. Especially important is the 490 field (series title), which should read “6 by 6 Large Early Literacy Kit”. This will ensure searchers can find all of the large kits at all locations. The standard loan period for kits is 3 months.

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