

LEARN TO READ AND WRITE: ADULT, TEEN, AND FAMILY LITERACY

Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.

Suggested Target Audiences

- Adults
- Teens

Typical Services and Programs in Libraries that Select this as a Priority

- Provide self-guided programs that use books and media to help adults and teens reach their personal literacy goals.
- Provide self-guided programs that use books and media to help adults and teens with limited English skills become proficient in English.
- Provide private space for tutors to work one-on-one with literacy students.
- Recruit, train, and schedule tutors to work one-on-one with literacy students.
- Provide literacy classes.
- Provide small group literacy training.
- Provide free children's books to parents enrolled in adult or family literacy classes.
- Provide programs to tutor learners preparing to take the GED test.
- Establish a literacy helpline and provide referral services for persons looking for literacy services.
- Provide deposit collections of materials for new readers to organizations that tutor literacy students.
- Collaborate with all organizations that provide literacy services in the community or county to promote and publicize literacy services.

Potential Partners

- Adult Education Department of the School District
- Churches, mosques, and synagogues
- Community colleges
- Literacy Council
- Literacy Volunteers of America
- Private literacy providers
- United Way

Policy Implications

Community Presentations or Programs offered at non-library locations

- Classification of staff who can deliver presentations or programs
- Use of volunteers

- Process that agency or organization must follow to request a presentation or program
- Minimum or maximum number of anticipated attendees
- Number of times a presentation or program will be given to the same group during a specified period of time

Gifts and Donations

- Restrictions on donations of cash, equipment, materials, etc.

Information Services

- Time limits on use of literacy computers

Meeting Room

- Scheduling events that occur frequently on a regular basis
- Fees for meeting room use

Programs in the Library

- Co-sponsorship of programs and services

Volunteers

- Screening procedures
- Qualifications for literacy volunteers

Critical Resources

Staff (Knowledge, Skills, and Abilities)

- Staff are knowledgeable about adult, teen, and family literacy issues.
- Staff are knowledgeable about unique needs of literacy students.
- Staff are knowledgeable about adult education and training design.
- Staff are trained literacy providers.
- Staff can establish partnerships with literacy providers.
- Staff can recruit and train literacy tutors.
- Staff can teach in both one-on-one and classroom environments.

Collection (Print, Media, and Electronic Resources)

- Basic life skills
- GED preparation guides
- High interest/low vocabulary materials for teens
- Materials for new adult readers
- Parenting skills
- Reading and writing skills enhancement

Facilities (Space, Furniture, and Equipment)

- Small study rooms for tutoring

Technology (Hardware, Software, Networks, and Telecommunication)

- Computer assisted instructional self-guided literacy tutorials
- Dedicated literacy computers with sound cards and audio headsets

Possible Measures

Number of Users

- Number of people who attend tutoring sessions
- Number of people enrolled in a literacy class
- Number of people who use computer-based literacy programs
- Number of people who indicate on a survey that they use the library to improve their literacy skills

Perceptions of Users

- Percent of users surveyed who respond that:
 - The library literacy programs are very good or excellent
 - They have been assigned a tutor or placed in a class in a timely manner

User Outcomes

- Number and percent of specified literacy students who improve their reading level by at least one step
- Number and percent of specified literacy students who take the GED preparation test and pass the GED test
- Number and percent of specified literacy students who met a personal literacy goal
- Number and percent of specified literacy students who read to their children a specific amount of time or frequency
- Number and percent of specified literacy students who get a new job or a job promotion

Units of Service Delivered

- Number of volunteer literacy tutors
- Number of literacy volunteer hours
- Number of tutoring sessions held
- Number of deposit collections distributed
- Circulation of literacy-related or Adult Basic Education materials
- Turnover rate of literacy-related or Adult Basic Education materials