YALSA Board of Directors

- Display equipment such as bulletin boards,
- Adequate number of recycling and trash receptacles
- Appropriate flooring
- Attractive and colorful décor
- Food and beverage sources such as vending machines with a choice of healthy items

VIII. Staffing

A dynamic teen space needs dedicated professional staff to work with the teens. All library staff should have a basic understanding of adolescent development and be ready to provide excellent customer service to the teens who utilize the teen space. In public libraries, this can be challenging as staff size is limited and some employees may feel uncomfortable working with teenagers. Libraries should provide in-house training which includes pairing staff with different strengths during the first months of opening a teen area, bringing able teen volunteers into the library as mentors to staff and users, and asking the users themselves to take ownership of the area through material selection, advisory board creation, and drawing up behavior expectations and consequences for users.

Ideally, libraries with a space dedicated to teens should also have at least one professional librarian on staff, preferably full-time. The amount of hours this individual should work and when those hours should be, will vary greatly depending on the community and the behavior of its teen population. The teen librarian should be on staff during high traffic times as well as during down time to plan programs, develop and maintain the teen collection, read professional literature and complete other essential tasks as necessary.

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Appendix A
Sample Survey Questions

Feedback from teens is critical in the development or redesign of a teen library space. Below are sample questions that may be useful on a teen survey.

1) Where do you like to spend time?
   a. At home
   b. At the mall
   c. At a coffee shop or café
   d. [redacted]
   e. Online
   f. Other _____

2) What is it about this space that makes it inviting? (Check all thaWDSSO\WLV«
   a. Quiet /Calm
   b. Noisy / Busy
   c. Organized
   d. Messy
   e. A place where I can interact with others.
   f. A place where I can be left alone.
   g. Other _____

3) How often do you visit the ABC Library?
   a. Every day
   b. A few times a week
   c. A few times a month
   d. A few times a year
   e. Never

4) [redacted]
   a. Every day
   b. A few times a week
   c. A few times a month
   d. A few times a year
   e. Never

5) What do you do when you visit the Teen Area? Check all that apply.
   a. Look for books and magazines
   b. Use the computers
   c. Hang out with friends
   d. Study in groups
   e. Participate in programs

Here are some questions to consider when planning the redesign of a library teen space.

1) When was the last time you made a significant change to the decor or layout of your teen space?
2) Over the past 10 years, how many times has your library's teen space been redecorated or redesigned?
3) How well does your current space accommodate the collection?
4) How well does your current space accommodate teen patrons?
5) Does your current space allow for programs and activities?
6) Who contributed to the design of your teen space? - A consultant? Teens? Other library staff? Parents or adult community members?
7) Does the ratio of your teen space area to the area of the entire library equal the ratio of the teen population to the overall population of your community?
8) How can you involve your teens in the development or redesign of your teen space? An online survey of teen patrons? Paper survey of teen patrons? Discussion with Teen Advisory Group volunteers? Special focus groups with local teens?
9) Do you have the support of your library or school administration? How can you encourage their support? Can you organize a group

who can build furniture. What about social networking ± is there a way to get online input from a wider circle of teens? The TAB functions as your inside track to your local teen community. The members themselves can act as the libUDU¶VLQWHUIDFHZWKWKHWHHQ community by conducting meetings, developing electronic polls, or simply by talking about the teen space plans with their friends.

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4. Local Artists