

1. Each child participating in the Tails to Tales program is pre-screened by a permanent Library staff member responsible for this program.
  - a. The screening involves a discussion with the child's parent/guardian about the following:
    - i. The child's reading difficulties/problems
    - ii. The ability of the child to be left alone for 25 minutes without the parent/guardian
    - iii. The child's comfort level around dogs; a child who is uncomfortable around dogs or who has not had much exposure to dogs will be screened out
    - iv. Whether the child has any dog allergies; a child who has dog allergies will be screened out
2. Each session is 25 minutes long. It is a one-on-one session involving the dog, dog handler and child.
3. The Library must have at least three dogs in order to hold a session. Two dogs or less will result in the session being cancelled.
4. A parent/guardian may sign their child up for up to three sessions; however a child may only sign up for one reading slot each day.
5. All children are added to a waitlist for this program. Approximately one week before the new session starts, library staff contacts the family to let them know that there is space available. Library staff do not leave voicemails or phone messages for this program. Library staff will attempt up to five times to reach a family.
6. Each parent/guardian must complete and sign a City of Roseville waiver form before the session begins.
7. If a child is five minutes late to a session, their place will be given away. If one session is missed and no telephone call/e-mail is received by Library staff, the child's place will be forfeited for the remainder of the session.
8. All sessions that a child is enrolled in must be attended. Children may not sign up for a partial session.
9. Each day the program is held there will be at least one 25 minute session beginning on the hour and one session beginning at 35 past the hour for a total of two 25 minute sessions. Total contact time between dog/handler and child may be 25 minutes to 2 hour(s) per four week session, depending on the number of sessions the child is signed up for; however a child may only sign up for one session per day.
10. Each dog/handler who participates is a registered Delta Society Pet Partner.
11. Each dog/handler has completed a City of Roseville volunteer application, has been fingerprinted by the Roseville Police Department and has provided front and back copies of their Delta Society identification card.
12. The Library maintains a separate file on each dog/handler team that includes copies of the completed volunteer application, confirmation of fingerprinting, Delta Society identification card and READ certificate.
13. The dogs wear their Delta Society identification cards on their dog vests. Handlers are required to bring their Delta Society identification badge.
14. At all times while on City of Roseville premises, the handlers must hold their dog's leash in their hands.
15. The program will be held at City of Roseville facilities. All facilities have a separate activity room. One entrance is in the facility and one entrance is outside the facility leading directly to the room. The dogs/handlers have been instructed to use the separate entrance to exit/enter the facility and to not walk through the facility.
16. Parent/guardian will not be allowed in the activity room when the program is held. Parent/guardian may watch from the windows directly outside the activity room.
17. There will be at least 2 adults in the room at all times: at least one dog/handler team; at least one permanent Library staff member.
18. Each dog will have a dog pad to sit on. Each pad will be laundered after the program by library staff.
19. Handlers will abide by all Pet Partners policies and procedures as outlined in the Pet Partners Team Training Manual, 6<sup>th</sup> edition.
20. Handlers shall abide by all policies, procedures and precautions of the Roseville Public Library.
21. Handlers shall observe all rules of privacy and confidentiality.
22. Handlers shall arrive at least five minutes before each session and notify Tales to Tails staff when they are unable to attend scheduled session.
23. Handlers shall be responsible at all times for their dog, consider the dog's needs and humane care first. Handlers shall always stay with the dog and be in control of the situation. For safety, dogs must wear a collar or harness and be on lead at all times.
24. Prior to each visit, handlers shall:
  - a. Assess dog's overall health and attitude. Dogs should not visit if they are ill
  - b. Clean and brush the dog
  - c. Cut and file the dog's nails
  - d. Clean the dog's ears and eyes
  - e. Allow the dog time to exercise and eliminate
25. Handlers shall themselves appear well groomed. Comfortable and casual clothing is acceptable.
26. Handlers must not tie dog to people, equipment or furniture while on City of Roseville premises.

27. Handlers shall not be under the influence of alcohol and/or illegal drugs during session.
28. Handlers shall not accept gratuity, gift or tip from children.
29. In case of an accident or unusual occurrence, the handler shall:
  - a. Immediately secure the dog. Do not tie the animal to furniture or equipment which can shift easily.
  - b. Get assistance from a library staff member for the injured person.
  - c. End the session
  - d. Before leaving, document, with the library staff's assistance the incident. Complete all City of Roseville documentation.
  - e. Notify the Delta Society on the same day or next business day for insurance purposes
  - f. Complete a Delta Society Incident Report Form and send copies to Delta Society and City of Roseville Library.
30. Handlers shall not take photographs of children participating in the program without first obtaining a City of Roseville photo release waiver signed by the child's parent/guardian.