



---

## **FACE** *Technical Assistance Brief*

---

### Imagination Library

#### What information will I find in this TA brief?

The purpose of this TA Brief will discuss the Imagination Library purpose and the FACE programs responsibilities for maintaining and managing the Imagination Library account.

#### What is the overall purpose of the Imagination Library in FACE?

The purpose of the Imagination Library is to foster a love of reading among the FACE participants by providing them with a gift of a specially selected book each month. By mailing high quality, age appropriate books directly to the family's home or FACE program, children are building a library regardless of the family's income.

#### When are children entered or removed from the Imagination Library account?

FACE children, home-based and center-based, are placed on the Imagination Library account once they enroll in the FACE program. It can take up to eight weeks before the children receive their first Imagination Library book.

Children are removed from the Imagination Library account when they exit the FACE program. The FACE team member that is managing the Imagination Library account is responsible for entering and removing children. The Imagination Library account is to be reviewed during the FACE team meetings and the manager of the account will ensure it is accurate.

#### Where are Imagination Library Books delivered?

The Imagination Library books can be delivered to the FACE families' home or the books can be delivered to the FACE program for distribution. This is a FACE program decision. Reflect on the FACE families in your program, is the post office reliable, are families transient, what will be the best fit for your program?

## What are the book cards?

Before, during, and after book cards were created to accompany each Imagination Library book. If the Imagination Library book has a cover with flaps the before, during, and after activities can be found there. If the Imagination Library book is a board book Parents as Teachers has created book cards to accompany the books. The book cards were mailed to your program and can also be found at [faceresources.org](http://faceresources.org) under the BIE/General tab. It is the FACE team's responsibility to discuss the book cards with the family. The book cards are designed as teaching tools for the families.

## Who to contact for assistance with the Imagination Library account?

If you need assistance with the Imagination Library account contact:

Kathy Brown [kbrown@dollywoodfoundation.com](mailto:kbrown@dollywoodfoundation.com) 865-428-9606 (data entry)

Jane Lambert [jlambert@dollywoodfoundation.com](mailto:jlambert@dollywoodfoundation.com) 865-428-9607 (log-in recovery: id's and passwords)