

A. PURPOSE

To provide guidelines for scheduling and conducting library tours and programs for groups of children visiting the library at the request of a school, preschool, daycare or other organization.

B. POLICY

The Library District offers a variety of programs for groups of children including tours of facilities, instruction in the use of the on-line catalog, instruction in research and use of reference materials, and story times geared to the appropriate age level. These programs are available at the request of staff from the agency visiting the library, based on the availability and schedule of Library District staff. Notification in advance of the visit is required. Groups of children, regardless of age, must be adequately supervised by adult teachers, caregivers or leaders.

C. DEFINITION

A “group of children” is defined as five or more children visiting the library from a day-care center, preschool, school or other organization. The library does not offer group tours for individual families. A day-care center, preschool, school or other organization will hereafter be referred to as “the agency.”

D. AUTHORITY/RESPONSIBILITY

Branch Managers (or their designees) may carry out this policy.

E. PROCEDURES

1. The agency must notify the Library District by phone or in writing at least two weeks in advance to schedule a visit.
2. Tours are subject to staff availability.
3. The number of children that can be accommodated on a visit is based on space and staff limitations at the individual branch. Staff may use their discretion when making the arrangements regarding any group size limitations.
4. Other visiting groups in the library may not join a scheduled tour or accompanying story time as the tour is in progress.

5. Teachers, caregivers, and chaperones from the agency are responsible for the behavior of the group and should remain with the group at all times.
6. Agencies should provide a suitable number of adults to adequately supervise the children in their group.
7. Staff will ask teachers, caregivers or chaperones from the agency to work with any children who exhibit disruptive or inappropriate behavior. Library staff may ask an agency supervisor to escort a disruptive child(ren) from the library.
8. An agreement called “Youth Library Visits” shall be signed and returned to the library prior to the scheduled visit.



YOUTH VISITS AGREEMENT

1. The agency needs to notify the Library District by phone or in writing at least two weeks in advance to schedule a visit.
2. Visits are subject to staff availability.
3. The number of children that can be accommodated on a visit is based on space and staff limitations at the individual branch. Staff may use their discretion when making the arrangements regarding any group size limitations.
4. Teachers, caregivers and chaperones from the agency are responsible for the behavior of the group and should remain with the group at all times.
5. Agencies should provide a suitable number of teachers, caregivers and chaperones to adequately supervise the children in their group.
6. Staff will ask teachers, caregivers or chaperones to work with any children who exhibit disruptive or inappropriate behavior. Library staff may ask an agency supervisor to escort a disruptive child(ren) from the library.
7. This agreement shall be signed and returned to the library prior to the scheduled visit.

Contact/Person Making Request _____

Phone # _____ E-mail Address _____

Name of Agency/Group _____

Agency Address _____

Number of Students _____ Age/Grade of Students _____

Date of Visit _____ Time of Visit _____ am/pm

Branch to be Visited _____

Number of Chaperones _____

Signature of Requestor

Date