

## **TOURS AND GROUP VISITS**

### **Policy Statement:**

Tours and group visits promote the library and inform patrons about the facility and services. In addition tours and group visits provide an opportunity for people to visit the library who may not be able to do so independently.

Library tours are conducted by assigned library staff and may include a presentation of the library building or of a specific department, its particular resources and services. Tours and presentations may also include a special program designed for the group, such as a story time or book talk, library instruction or special assistance with using the library in a requested area of study.

Group visits typically involve groups from school classes, day cares, group homes, clubs or agencies. These scheduled visits may involve using library services, such as checking out materials, attending a regularly scheduled program that is open to the public, or participating in summer reading activities.

### **REGULATIONS:**

1. Assigned staff members present tours as appropriate, depending on the age group and/or the purpose of the tour.
2. Groups that wish to arrange a library tour or presentation should contact the library by phone or in person so that staff in the appropriate department can discuss the purpose of the visit and schedule a time that works for the group and the library.
3. All tours and presentations should be scheduled with library staff at least one week in advance. Tours and presentations must be scheduled in accordance with staff availability, room availability (if necessary) and to avoid conflicts with other library events or programs. If a group shows up unscheduled, library staff will try to accommodate the group or will reschedule for a better time.
4. Tours and presentations provide information about and instruction in library services within the scope of staff availability and resources.
5. Tours and presentations are scheduled for a total of up to 45 minutes and may include:
  - a. Instruction in locating and using library resources (approximately 30-40 minutes),
  - b. A presentation of a storytime or book talk (10-30 minutes).
6. Teachers and sponsors are expected to stay with their groups at all times.
7. Library staff is not able to provide informational presentations on requested topics, teach a class, or provide specific curriculum support.

8. Requests for recurring tours and presentations will be considered, depending on such factors as availability of staff, frequency of such requests and the effect of such visits on other patrons. Due to staff and space limitations, tours and presentations are generally limited to once per month per group to allow opportunities for other groups to visit the library as well.

9. School classes are invited to sign up for a library tour and orientation once per semester, and may schedule further group visits during the same semester to continue research.

10. Large groups (generally six or more people) that attend regularly scheduled programming on a routine basis may be asked to schedule group visits if the size of the group becomes so large that it disrupts regular service. Examples might include attendance at open story times or use of the public computers.

11. In order to provide an effective visit, preschool groups are generally limited to no more than 20 children. The optimal group size for older children and adults is 30 people. At least one adult for every 10 children must accompany a group. Large groups should consider breaking into smaller groups for a more effective and productive visit.

12. Tour and group visit information can be found in the library on flyers or brochures and on the library web site. Teachers, school librarians, and day care providers may be contacted at the beginning of the school year to promote library tours and visits.