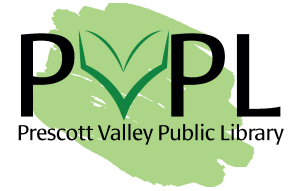


GROUP VISITS POLICY



All groups who wish to visit the Library for a tour must call and schedule their visit at least one month in advance to avoid scheduling conflicts. Available days and times for visits vary so it is recommended that visits are confirmed with the Library before finalizing details with your school and/or transportation. Group visits are tailored as much as possible to the group's request.

Preschool through 2nd grade

Recommended ratio of adults to children: 1 adult to every 6 children

A typical visit would be 30-45 minutes and could include:

- Short tour of the Children's area

- Story Time

- Explanation of book care, library procedures and expected behaviors.

3rd grade and up

Recommended ratio of adults to children: 1 adult to every 8 children

A typical visit would be 45 minutes to an hour and could include:

- Brief tour of the Library

- Explanation of basic Library policies

- Basic research tips

- Reading and book check out

Adults are required to remain with their group at all times. A discussion with children about expected behavior before coming to the Library is recommended.

Please be on time. Visits may be shortened or rescheduled for late arrivals.

Library cards can be issued for students in advance if we are notified at the time of scheduling. We cannot otherwise issue cards to students during the visit.