

## Middleton Public Library

### GROUP VISITS AND TOURS POLICY

- I Philosophy and Goals
- II Scheduling Guidelines and Requirements

#### I **Philosophy and Goals**

- (A) It is an important element of the Middleton Public Library's service program to allow groups to visit the library and to provide tours of the facility on a scheduled basis. These visits and tours fulfill several purposes:
  - 1. To make children and adults more familiar with the library's materials, programs, and services;
  - 2. To share literature and information with children and adults;
  - 3. To inform students and teachers as to what materials are available in regards to specific school assignments.
- (B) The library wishes to work closely with area schools, child care providers, businesses, and other groups and organizations to achieve these goals.

#### II **Scheduling Guidelines and Requirements**

- (A) All visits and tours must be scheduled at least one week in advance.
- (B) All visits and tours will be scheduled on a first-come, first-served basis when no other library programs are taking place. The library also reserves the right not to schedule visits and tours during its busiest hours of operation. The library can accommodate only one group visit or tour at a time and reserves the right to limit the size of a group to insure that general library operations are not disrupted.
- (C) Visits and tours will be scheduled only during the library's regular hours of operation.
- (D) Groups of children must be accompanied by an appropriate number of adults, who are requested to stay with the children throughout their visit to the library. Adults who supervise groups of children are responsible for such things as outdoor clothing, keeping order, and explaining library rules. Depending upon the age of the children, the library recommends at least one adult for every five children)
- (E) If a group requests library card application forms, they must be picked up and returned *three* working days before the visit. Otherwise, the library cannot guarantee that the cards will be ready for distribution.
- (F) The library reserves the right to limit the number of visits it can schedule based on the considerations of available staff, other activities taking place in the library, and the need to maintain an orderly flow of library operations.

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