

## Group Visits

## TFML Policy #17

The Thomas Ford Memorial Library staff welcomes the opportunity to work with groups that wish to come to the Library for educational purposes including tours, class visits, programs, and reference. Please call the Library to schedule such an event. The following guidelines are provided to assure a productive visit for both the participants and the Library.

### **17.1 Purpose**

Events will be limited to those that are educational in nature. The purpose of the visit should be specified at the time of booking.

### **17.2 Library Programs**

Groups larger than ten (10) people who wish to attend Library programs including those for which registration is not required should speak to the Head of the appropriate department in advance to make necessary arrangements.

### **17.3 Scheduling**

#### 17.31 Days

Tours and visits are limited to Monday through Friday.

#### 17.32 Availability

Scheduling of visits is predicated upon availability of Library Staff.

#### 17.33 Supervision

Supervisors should remain with their group at all times as they are responsible for the behavior of their group. All groups must observe the guidelines listed in the Thomas Ford Memorial Library's Patron Behavior Policy as well.

Adopted: October 22, 2002  
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