

## **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 tours, class visits, programs, or to learn how to use special resources. 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 Group Size**

A maximum of thirty (30) people can be accommodated per visit.

### **17.3 Library Programs**

Groups larger than ten (10) people who wish to attend any regularly scheduled Library program or event should speak to the Head of the appropriate department in advance to make arrangements; this includes drop-in programs for which registration is not required.

### **17.4 Scheduling**

#### **17.41 Days**

Tours and visits are limited to Monday through Friday.

#### **17.42 Availability**

Scheduling of visits is predicated upon availability of Library Staff.

#### **17.43 Priority**

Regularly scheduled Library programs have first priority as will groups within the service area of the Thomas Ford Memorial library when scheduling visits.

#### **17.44 Frequency of Visits**

Frequency of visits may be limited due to staffing restrictions. Please call to discuss groups or classes.

#### 17.45 Notice

Two weeks' notice is required for group resource visits and tours. Please notify the Library if reference assistance is needed during the visit. One month's notice is required for story times or program visits.

#### 17.46 Confirmation

An email confirmation will be sent upon booking the visit. Please call to let Staff know of any changes. If your group is unable to keep its scheduled appointment, kindly notify the Library.

#### 17.47 Supervision

Large groups of minors must have an adequate number of supervisors in attendance. No less than a ratio of one supervisor for every ten (10) children ages 0-6 will be required; no less than a ratio of one supervisor for every fifteen (15) children ages 7-13 will be required. In the case of visits by high school classes, the classroom teacher(s) will determine if additional supervisory help is needed and arrange for it themselves.

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.

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