

Group Visits and Tours Policy

The library is a fun and educational place to visit. School classes, daycares, clubs or other groups may schedule a time to take tours or to attend Library programming. At the same time, the Library also needs to provide a welcoming atmosphere to all families within our community. In order to provide excellent services to all, the Library has established the following guidelines for groups visiting the Library. Adhering to these guidelines will help the Library ensure continuity of service to all patrons and ensure your group has an enjoyable and positive visit.

Scheduling Guidelines and Requirements:

1. Group visits and tours will be scheduled on a first-come, first-served basis. The library reserves the right not to schedule visits and tours during the busiest hours of operation or during times of staffing constraints. 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.
2. All visits and tour requests must be made a minimum of 7 business days prior to the desired date the group wishes to visit.
3. Preschool groups are generally limited to no more than 18 children.
4. Visits and tours will be scheduled only during the library's regular hours of operation.
5. Groups of children must be accompanied by an appropriate number of adults, who are required to stay with the children throughout their visit to the library. The Library recommends at least one adult for every six children.
6. The library reserves the right to limit the number of visits per group it can schedule based on the considerations of other groups, available staff, and the need to maintain an orderly flow of library operations. Inadequate supervision or unruly behavior may result in terminating the tour and may affect future requests for tours or visits.
7. Please be sure to ask about parking arrangements as necessary.
8. Call if your group will be delayed or if you need to cancel your visit.
9. Groups shall follow behavior guidelines listed in the section "Library Manners" in this document.

Groups Attending a Scheduled Event

Groups shall follow the same scheduling guidelines for visiting and tours.

Groups may request to attend scheduled Library programs not more than 2 weeks and no less than 72 hours in advance of the program.

Library staff will determine the group's attendance with considerations of the attendance of the general public.

Groups must arrive at least 15 minutes in advance of the scheduled event in order to be seated. Space will not be held for the group should they not arrive at least 15 minutes before the program is scheduled to begin.

Groups arriving after the start of an event will not be admitted.

Scheduled Program for a Group

Groups from within the City of Deer Park will be given first consideration to schedule a program for the group. Other groups will be considered on a case by case basis.

Groups shall follow the same scheduling guideline for visiting and tours.

Regular library programs, such as Storytime, Library Usage, or using Online Databases may be scheduled for a group. Such requests must be made in writing, no less than 7 business days prior to the requested program date.

The group may request to schedule a program more specific to the group's needs. Such requests must be made in writing no less than 14 business days prior to the requested program date. Programs will be granted upon review of the topic and required time for staff preparation for the program.

Obtaining library cards for a visiting group

The group's contact should pick up copies of the appropriate brochure at the Circulation Desk and return with the completed applications and appropriate paper work no less than 3 working days before the visit. The application form must be accompanied by a copy of the parent's/legal guardian's driver's license or two forms of identification for the current address.

Parents of children with library cards should be reminded the day before the visit to send the library card with the child. Only children who present a valid library card will be allowed to check out materials. During a visit scheduled under this policy the Library reserves the right to limit each child to 2 items per group visit.

The Library cannot issue library cards at the time of your visit.

The Library issues only individual cards. Library cards for groups or businesses cannot be issued.

Library Manners:

Groups of children must be supervised at all times. Please plan at least 1 adult chaperone for every six children in your group. Chaperones will be responsible for monitoring and correcting individual behavior. Disruptive groups may be asked to end their trip early.

Please share the below guidelines with all persons attending the event:

1. Follow all instructions and directions from the library staff.
2. Chaperones must turn off or set all cell phones to vibrate.
3. Chaperones should refrain from personal conversation between one another during the visit.
4. Stay with your group.
5. Do not disturb others who may be working or reading in the Library.
6. Walk; do not run in the library.
7. Food, drinks, gum, etc. must be disposed before entering the Library.
8. Please enjoy the materials and treat them with respect. Handle them gently and leave them on the tables for the Library staff to reshel.

We hope that a little advance planning will allow children to have a positive library experience, encouraging them to become life-long library patrons and enhancing their learning experience. If you have any questions regarding these procedures, please contact the Deer Park Public Library at 281-478-7208.