

# **RACINE PUBLIC LIBRARY**

## **Group Visits Policy**

### **Purpose of the Group Visit Policy**

This policy defines the purpose and scope of programming and tours for groups. This policy also defines the eligibility for this service.

### **Definition and Purpose of Programming and Tours for Groups**

The Racine Public Library welcomes groups of all ages to learn more about the many resources the library has to offer.

Tours can be requested in either the Adult or Youth Services Department, or both, depending on the ages of the participants. Specific tours can be customized for the group's area of interest.

Youth Services Department staff will provide programming for groups and classes through 8th grade. The purpose of providing programs to groups is twofold; to introduce children to the Racine Public Library and its services, and to provide age-appropriate literary experiences.

Any professional librarian or paraprofessional can provide these programs and tours.

### **Availability of Service**

Programming and tours are available to any eligible group. Eligible groups for programming in the Youth Services Department include, but are not necessarily limited to, public and private schools through eighth grade, day care centers, preschools, Head Start, home schooling families, and troops associated with the Girl Scouts and Boy Scouts. Groups of fewer than eight children cannot schedule a program, but may request a tour.

Tours are available to all of the groups listed above, as well as high schools, technical schools, universities, Racine Literacy Council, Workforce Development Center and community organizations.

The final determination of eligibility is left to the discretion of library staff.

Programs and tours are available by appointment only, and must be scheduled at least two weeks prior to the date the program or tour is requested. Groups may request a program or tour as often as once a month. Staff may refuse a program or tour request if the group does not provide two weeks' notice, another program is being held at the same time or there is not enough staff available at the time requested.

### **Checking Out Material During a Group Visit**

Participants intending to check out materials during a group visit must have a valid library card. Children under 16 years old who do not already have a RPL card, are recommended to come into the Main Library or Mobile Library with a parent or guardian before the program or tour day to register for a card. Prior to a group visit, teachers may request library card application forms to send home to parents or guardians. Completed forms can be returned by the teacher to the Main

Library on or before the day of the group visit. Group visit participants over the age of 16 with proper identification may apply for a library card on the day of the group visit. (See Circulation Policy for detailed library card application procedures)

**Responsibility of Group Leaders**

While at the library, children in the group are the sole responsibility of the teachers, group leaders and chaperones, and these adults must remain with the group at all times. Inappropriate behavior by any child in the group will be brought to the attention of the group leader. If the inappropriate behavior continues, the group may be asked to leave the library. (See the attached *Safe Child Policy*.)

*Approved by the Library Board August 19, 2004; amended March 17, 2016*