

2.16 Group Visits

Staff in various public service areas of the Library welcome visits from small groups in the community. Such visits might include a survey of services in the Children's Room, Reference Department, or the MacKay Branch Library; a workshop in Reference tools which are available at the Main Library; or an overview of our library services.

In order for groups to receive adequate attention from staff and to make the best use of limited space available, advance notice of at least a week should be given in writing or by telephone whenever feasible to the head of the Library department to be visited. (For Library-wide visits the Director, Assistant Director, or Head of Community Services should be notified.) Since Library staff might need to prepare for specific objectives of the visits, group leaders should alert staff to those objectives when they give advance notice. With enough notice, a special story hour may be arranged.

Groups of children and students must be accompanied by adults in numbers adequate to supervise them.

Groups which are too large for limited space may be asked to split into 2 sessions.

To facilitate borrowing of materials, leaders should ask members of the group to bring their library cards or identification with current name and address.

Approved, Library Board of Trustees, December 2015