

Jefferson-Madison Regional Library

GROUP VISIT GUIDELINES

The library welcomes visits from groups! Please follow these guidelines to make your visit enjoyable for everyone:

- ❖ **ALWAYS call the library before you visit, even if you are just coming to look at books on your own.** We can schedule your visit between library programs and other group visits, so that there will be enough space and staff to meet your needs.
- ❖ **Limit the group size to 20 -25 and have adequate adult supervision for your group.** Please keep your group together to allow space for others. Group leaders - and not the librarians - are responsible for the behavior of the group.
- ❖ **Check with branch you plan to visit about the length and frequency of your visits.** A 30 - 45 minute visit is usually recommended. Since library materials check out for three weeks, visiting every few weeks, rather than every week, is often suggested.
- ❖ **Want to schedule a tour, storytime, or library instruction ?** Contact the library at least two weeks before your visit so that we have time to plan and prepare for your group. We'll schedule as many groups as possible.
- ❖ **Are you interested in getting library cards during your visit?** Pick up the applications well in advance since parents must sign the forms for children under 16. Return the completed applications to the library at least two weeks before your visit so they can be ready when you come.
- ❖ **Want your group to attend a library program?** Please call the branch you wish to visit to reserve space if it is available.
- ❖ **If your plans change, please call the library to cancel or reschedule your visit.**

We look forward to your visit!