

PRESCOTT VALLEY PUBLIC LIBRARY

GROUP VISITS AND TOURS POLICY

Two weeks notice is recommended to avoid scheduling conflicts with other groups and library activities and so that the group may be accommodated without disruption of normal public service.

A suggested visit would be 30-45 minutes and might include:

- A short explanation of how to get a library card, loan periods, number of items that can be checked out per card
- A short story
- A short tour of the Library, pointing out materials that would be of interest to a particular age group, such as the organization of Adult and Youth Services, reference, circulation, online catalog, and online databases
- More detailed instruction on how to use library materials and how to search for report materials in specific subject areas

A reservation form is available.

Adopted: March 4, 2008

RESERVATION FORM FOR GROUP TOUR

DATE OF VISIT: _____

TIME OF VISIT: _____

SCHOOL OR GROUP NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

LEADER'S NAME: _____

AGE OR GRADE: _____

NUMBER IN GROUP: _____

TYPE OF PROGRAM: _____

LIST OF TOPICS BEING RESEARCHED (if applicable): _____

***Twenty-four hour cancellation notice is appreciated.**