

## SERVICES

## 455 - Group Tours/Programs

The library encourages school and community groups to visit the library.

## 455.1 - Groups Requesting Tours/Programs

The library requests two weeks advance notice. The library may be able to schedule a program with less notice. A group's preferred date may not be available due to staffing levels, program schedules or time needed for program preparation.

## 455.1-1 - Cancellation/Late Arrival

Groups that cannot come at the arranged time are requested to call and cancel their visit. Because of the heavy demand made on library staff time, groups arriving ten minutes late for a program may have their visit shortened accordingly.

## 455.1-2 - Chaperones

Groups with minor children must be accompanied by members of their own staff or group-appointed leaders at a ratio of at least 1 to 20.

Adopted 11/15/89, Revised 12/20/89, 9/19/07, 1/21/09, 4/20/11, complete review 4/17/13, complete review 3/18/15, complete review 3/15/17, complete review 1/20/21, complete review 2/15/23, complete review & revision approved 5/21/25