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 must be accompanied by an appropriate number of their own staff or leaders.

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