

## WAUKESHA PUBLIC LIBRARY

**POLICY: CLASS VISITS AND TOURS**

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Waukesha Public Library welcomes classes and groups of all ages to learn more about the facilities and the many resources the library has to offer. Availability of staff and meeting space will be determining factors in scheduling a tour and possibly limiting the size of the group.

Children's groups and classes sixth grade and younger may schedule their visits with the Manager of Children's Services. Adult groups and classes seventh grade and up may arrange their visits with the Manager of Information Services. Exceptions will be made when the department manager judges that it is appropriate.

Groups from communities in Waukesha County other than the City of Waukesha will be encouraged to visit their local library, but a visit to Waukesha Public Library can be arranged if they still desire it. Requests for visits from groups based outside Waukesha County will be considered on an individual basis.

Group leaders and teachers may make special requests as to the type of information that they would like presented to their group. Most visits will consist of some of the following:

- Library instruction
- Stories and/or booktalks
- Tours of Children's, Teen, and/or Adult departments
- Demonstration of print or non-print resources

A group leader or teacher must accompany and remain with the class or group throughout the tour.

The library also makes staff available to visit groups and classes outside the public library. The above policies also apply to scheduling these visits.