

Use of the Library by Groups Policy

Group visits to the Library customarily involve groups from school classes, day cares, or group homes. These visits may involve using library services/resources such as checking out Library materials, utilizing Library resources, attending a scheduled program/event that is open to the public, participating in summer reading activities, or touring the Library.

In addition, group visits promote the library, inform patrons about the facility and services, and provide an opportunity for people to visit the library for recreational or educational purposes who otherwise may not be able to do so independently.

In order to ensure group visits are a great experience for all involved, please follow the guidelines as listed below.

GUIDELINES:

Group visit requests must be submitted to the Library Programs Coordinator for review and scheduling at least 1 week prior to the visit. Visits will be scheduled to avoid any conflicts with Library programs/events; and in accordance with staff and space availability (if necessary). In the event a group shows up unscheduled, library staff will attempt to accommodate the group or the visit will be rescheduled for a more acceptable time.

Group visits to the library must be self-directed by the group leader/teacher in charge of the class. Group leaders or adult sponsors are expected to stay with their group at all times and to handle behavior issues.

The Youth Services area, youth computers, meeting room and tv are all available for group use by request. Use may be denied at the Library's discretion. Requests may be made to have a storytime presented by a librarian. Please let the staff know in advance if a certain theme or topic is required.

Groups may attend special events at the library, such as movies or parties without request. Please call ahead to let library staff know of attendance so ample arrangements can be made.

The following information should be verified prior to a group visit:

- Name/Affiliation of Group/Class
- Name of group leader/Teacher
- Telephone number of contact

- Date(s) of visit (at least 1 week advance notice required)
- Time of arrival
- Time of Departure
- Number of persons/students in the group (30 maximum)
- Number of supervisors age 16 and over (1 supervisor required for each 10 individuals with a minimum of 2 supervisors required for any visit)
- Space and equipment requests

Please direct Group Visit Requests by phone, email, fax, or in person to:

Riverdale Public Library District
Programs Coordinator

Office: 708-841-3311 ext. 221

Fax: 708-841-1805

Email: BourneE@rpld.org

Address: 208 W 144th St. Riverdale, IL 60827