

## **Anchorage Municipal Libraries Group Visit/Tour Policy**

Anchorage Municipal Libraries is committed to providing the public with informational and recreational resources and makes available opportunities for groups to discover its services. To make the most of group visits and limit the impact on other library patrons, the following policy has been developed.

- Groups are asked to arrange for visits/tours at least two weeks in advance. If a group is unable to keep its appointment, notification of cancellation is expected.
- Size of a group should not exceed 35 people.
- Group members should exhibit proper (audience) behavior, as described in the [Public Code of Conduct](#).
- Children should not be left unsupervised. Groups comprised of children under the age of 8 should have a minimum of 1 responsible adult per 7 children.
- Groups visiting without making prior arrangements will be given a copy of this policy as well as the [Public Code of Conduct](#), with the request that future visits be arranged in advance.

Recommended for approval by Mary Rasmussen, Library Advisory Board Chair, Date 02/21/07  
Approved by Karen Keller, Library Director, Date 02/27/07