



## GROUP VISIT/TOUR POLICY

### STATEMENT OF PURPOSE

Anchorage Public Library is committed to providing the public with informational and recreational resources. To that aim, we make resources and opportunities available for groups to discover the library and its services. To make the most of group visits and limit the impact on other library patrons while best managing staff time, the following policy has been developed.

### DEFINITIONS

A group is 10 or more people not within the same household of residence or family.

### Group Guidelines

- Groups are asked to arrange for visit/tours at least two weeks in advance. If a group is unable to keep its appointment, notification of cancellation is expected.
- Groups larger than 50 people at the Z. J. Loussac Library may be broken into smaller groups for visits. Other library locations reserve the right to limit group size for their facility.
- All members of the group must follow the guidelines of the Code of Conduct.
- Children can 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 Code of Conduct with the request that future visits be arranged in advance.

### Services and Programs for Groups

- Groups of 10 or more people should seek prior approval before planning to join a scheduled library program or event. Not all library events can accommodate larger groups.
- When joining a youth event, additional adults may be needed to help the youth in the group navigate the activities offered. Groups should consult in advance with library staff to plan.
- The following services or programs may be specially arranged with advanced notice of at least two weeks and dependent on staff availability.
  - Tours
  - Specialized reference help or instruction
  - Library card sign ups
  - A Scout Patch for youth
  - Scavenger hunts
  - Special storytimes
  - Other programs or tours as requested

**Recommended for approval:** Judy Eledge, Library Director

**Approved by:** Library Advisory Board, September 15, 2021