

GROUP VISIT GUIDELINES

Youth Services / Long Beach Public Library

The library welcomes the opportunity to work with groups of young people and their adult leaders. Field trips to the public library by classes, scout troupes, church groups, kids' clubs, service clubs, and others provide a valuable opportunity for librarians to introduce the library to children and teens. The range of library materials and services available, the library card application process, and special programs for youth of all ages may be highlighted by the librarians. Group visits represent "win-win" cooperation between the public library and all community organizations that benefit youth.

Group visits require a commitment of library staff time, library space, and library resources. The number and frequency of group visits scheduled at each library will vary according to staffing levels, available space and seating, and other services provided. We therefore ask that all groups wishing to visit a local library register in advance, at least two weeks ahead of time, with the youth services librarian. A group that misses a scheduled visit without notifying the library in advance may not be permitted to re-schedule.

Adult leaders are responsible for:

- Registering for a group visit at least two weeks ahead of time
- Securing library card applications for interested children and teens in advance, and returning completed applications to the library at least one week ahead of time
- Informing parents of the scheduled group visit to the library
- Reminding children and teens to bring previously-issued library cards with them the day of the visit
- Keeping group visit appointments or notifying the library of a necessary cancellation
- Participating in the group visit, ensuring that students remain "on task," and supervising their behavior

Children and teens are responsible for:

- Bringing their library cards to the library
- Reminding parents of the library visit
- Checking out library materials
- Returning library materials in a timely manner
- Behaving responsibly during the library visit

Librarians are responsible for:

- Booking and scheduling group visits
- Informing adult leaders of library requirements
- Providing the group leader with a phone number to call should the visit need to be cancelled.
- Reserving all necessary resources
- Conducting the group visits
- Recording all statistics for library reports

We hope that each group visit will provide an educational and enjoyable experience for children and teens. Literature-based components such as storytelling, reading aloud, book talks, book displays, and book-related films and videos will be incorporated into group visits as determined by the librarian and adult leader at the time of the booking. We look forward to your visit to the library!