

PURPOSE

The Oak Creek Public Library encourages group visits to the library by local schools, organizations, and groups. The purpose of group visits is to introduce children to the services that the Oak Creek Public Library has to offer and to provide an age-appropriate literary experience.

DEFINITION OF PROGRAMMING FOR GROUPS

The Youth Services Department will provide programming and/or tours for groups that sign up to come to the library.

Each group visit may include a lesson on library procedures, organization of collections, and/or a tour of the library that explains library services or a story time program. Groups are encouraged to contact library staff with a clear purpose (i.e. story time, library tour or conducting research) so that library staff can provide each group with the most appropriate services. If a class is working on a particular assignment, please include the specific topics that are being researched when scheduling the group visit. Staff will then be better able to compile a collection of relevant resources prior to the visit.

GROUP SIZE

The Oak Creek Public Library can accommodate up to 30 individuals per group. Please plan for one adult to accompany each group of 10 children. Contact the Youth Services staff if accommodations are needed for larger groups.

AVAILABILITY OF SERVICES

Group visits are available to eligible institutions located in Oak Creek. These institutions include public and private schools through twelfth grade, preschools, and licensed daycare centers. Groups not eligible for outreach programming include home daycare providers, private homes, and for-profit institutions. The final determination of eligibility is left to the decision of the Youth Services staff.

A group visit with a library staff member is by appointment only and must be scheduled four weeks in advance. Institutions may request a group visit up to four times per year. A Youth Services staff member has the right to refuse a group visit for any of the following reasons: 1) the institution is not eligible as listed above, 2) there is not enough staff

available at the time requested, 3) the institution does not provide four weeks' notice, 4) group visit programming has been provided to the same children more than four times in a calendar year, 5) the date and time requested is at a time the library is not open, or 6) the time slot requested has been filled by another institution.

Please see the Group Visit/Outreach Visit Sign Up form on our website. The Youth Services Department may refuse a request if another program is being held or there is not enough staff available at the time requested. Each group may schedule a visit once every two months.

RESPONSIBILITY OF GROUP LEADERS

Teachers or adult supervisors must remain with their group at all times and must assist with monitoring the group for proper library behavior. Group leaders must notify the library staff if their group is not able to keep its scheduled appointment. Groups should not split up to different areas of the library unless there is a group leader with them. Please plan for one adult to accompany each group of 10 children.

*Adopted by the Library Board December 15, 2015
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