PURPOSE
The Oak Creek Public Library connects with the community by providing outreach experiences and group visits with library staff at eligible institutions located in Oak Creek. This policy defines the purpose of the library’s outreach and group visit programming as well as its eligibility requirements.

OUTREACH SERVICES
The Library provides outreach services to institutions and groups in the Oak Creek community to build awareness and facilitate the use of the library’s collections and services, encourage life-long learning, and create and strengthen the relationship between the library and the Oak Creek community it serves. Outreach programming is provided by library staff at the institution, not the library.

Depending on the nature of the event, library staff may provide library card registration, age-appropriate library, literacy or research information, storytelling or other programming.

GROUP VISITS
Library staff 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, library card registration, and/or a tour of the library that explains library services or a relevant library 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.

The Oak Creek Public Library can accommodate up to 30 individuals per group visit. Please plan for one adult to accompany each group of 10 children. Contact the library if accommodations are needed for larger groups.
Teachers or adult supervisors must always remain with their group and assist with monitoring the group for proper behavior. Group leaders must notify the library as soon as possible if they are not able to keep their scheduled appointment.

**ELIGIBILITY OF SERVICES**

Outreach and group visits are available to eligible institutions located in Oak Creek at various times throughout the year. These institutions include public and private schools, preschools, licensed daycare centers, and non-profit organizations or groups that list Oak Creek as their primary location. Groups not eligible for outreach programming or group visits include home daycare providers, private homes, and for-profit institutions. The final determination of eligibility is made by library staff.

Groups that wish to request an outreach or group visit outside of the normal schedule may do so by emailing library@oakcreekwi.gov. Outreach and group visits are by appointment only and must be scheduled at least four weeks prior to the date the program is requested. The library has the right to deny a program request for any of the following reasons:

1) The institution is not eligible as listed above.
2) The date and time requested is not available.
3) There is not enough staff available at the time requested.
4) The institution does not provide four weeks’ notice.
5) Outreach or group visit programming has been provided to the same institution or group four times in a calendar year.

*Adopted by the Library Board December 15, 2015*
*Revised January 19, 2016*
*Revised May 11, 2023*