

10/1/89

REVISED: 11/09, 12/22

## **PUBLIC SERVICE**

### **(3.13) GROUP VISITS**

Groups planning to use the library are expected to call in advance to schedule an appropriate time. Tours and library orientation sessions for youth and adults can be arranged with advance notice.

Calls to the service desks about class visits or group visits will be referred to the Youth Services Librarian.

Youth Services staff schedule visits of groups to any one of the three Juneau Public Libraries. All groups are to be scheduled in advance, with library staff scheduling reservations of the meeting room, as needed. It may not be possible to have a facilitated visit when not scheduled in advance.

All groups will be given an introduction to the library, which includes an explanation of the diverse sections of the library. If time permits, the class will receive basic instruction on the online catalog. With advance notice the librarian can design instruction to fit curriculum topics.

The Library can accommodate a class for one 30 to 45 minute visit per month, Monday through Friday between the hours of 9am and 3pm.

#### **Library Cards**

We are pleased to issue library cards to children. By filling out a "Guardian Card" parents indicate their permission for an account with full privileges. If an educator would like to have cards issued to each student in a class, please make arrangements with the Youth Services Librarian prior to your visit. Children who do not have prior permission are eligible for a temporary card, limited to two items.