

## **Abington Public Library Group Visit Policy**

The Abington Public Library provides collections, resources and services that meet the informational, educational, cultural and recreational needs of the community. The Library encourages use by schools and other groups and seeks to provide programs which address their particular needs.

The Abington Public Library defines a group as eight or more individuals from a childcare center or home, preschool, private or charter school, scout group, day camp, adult education program, and other institutions or organizations.

Group visits must be requested at least two weeks in advance with the Library Director, Children's Librarian or other designated staff member, to ensure that there are no conflicts with other library events and that library staff is prepared for the visit.

Group visits will be scheduled during regular hours of service at times when sufficient library staff is available to maintain normal library services, while also meeting the needs of the group. Library staff will work with group leaders to reasonably accommodate scheduling requests; however the Library reserves the right not to schedule tours at times which may disrupt normal library services.

The Library can accommodate only one group visit at a time and the Library reserves the right to limit the size of the group. Due to demand, frequency of visits may be limited.

In order to provide the best service possible to all groups, only scheduled group visits will be accommodated. Unannounced group visits cannot be served and if the Library Director or designee determines that an unannounced group disrupts normal library services or scheduled library programs, the group leader will be asked to remove the group and properly schedule a visit.

Group leaders are responsible for the behavior of their group and must stay with the group at all times. An adequate number of chaperones must be provided by the group to properly supervise children and teens. All members of the group must adhere to the Abington Public Library's Code of Conduct and all other Library policies.