

ITEM NUMBER: 11.03
CHAPTER 11: Services
CODE: Policy
COMPUTER ID: SEPRO-3

Title:	School and Group Visits to the Library
Effective Date:	8-2013
Authorized By:	Library Board of Trustees
Date of Last Revision:	8-2013

Purpose

The Marathon County Public Library (MCPL) has many resources to offer and encourages group visits by local schools, daycares, organizations and groups. The School/Group Visit Policy exists to ensure equitable access for all library users.

Any group of 10 or more that plans to visit the library must contact the library at least a week prior to their visit. Groups of any size who will require staff assistance must contact the library at least two weeks prior to their visit. Groups must have a purpose for their visit. Teachers or adult supervisors must remain with groups of minors at all times.

Meeting rooms are available. Arrangements to use meeting rooms need to be made according to the MCPL meeting room policy (8.01 a-i), or through your municipal government.

The Library Director, or designee, reserves the right to reject a visit request if the anticipated visit is likely to be unreasonably disruptive to regular library functions, disorderly, dangerous to persons or property or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or the MCPL Behavior in the Library Policy (7.57 a-d).

In determining whether such likelihood exists, the Library Director, or designee, may take into consideration the purpose of the group's visit, the history of the group's conduct in the library, and other information as he or she may deem appropriate.

A School/Group Visit is not considered booked until the online request form is received, approved and confirmed by the library. Requests shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of library staff.