

# DALY CITY PUBLIC LIBRARY

## GROUP VISIT GUIDELINES

The Daly City Public Library welcomes groups to visit all four of our libraries. A scheduled visit is an excellent opportunity for your group to learn about the library. Visits may include a storytime, tour of the library with an overview of its materials and services, instruction on finding books and information, and/or time to browse and check out items as a group.

In order to provide excellent services for all library users, these guidelines have been developed for organized groups of five or more individuals (adults and/or children), including groups from childcare centers and homes, preschools, local public, charter and private schools, clubs, day camps, adult education programs, adult day support programs, and other institutions and organizations.

### **Scheduling in advance**

Scheduling a visit in advance is not required unless a staff-led tour, storytime, or other programming is requested. Programming for groups is planned for 30-40 minutes typically. The Library can accommodate only one group at a time and scheduling is done on a first-come, first-served basis. All scheduling will be done in consideration of the availability of staff. Groups may schedule up to one visit per month. Contact your preferred library location by phone or complete the *Group Visit Request* form on our website. Library staff will tailor programming to meet the needs of your group; let the staff know if you would like stories or information on a certain theme or topic.

Visits may be scheduled before the library opens for the day so that your group can use the space without needing to share with other library users and so any additional noise or bustle will not disturb others. There are no fully separate spaces in the library so groups visiting during open hours will need to share reading areas with other library users.

If you have scheduled a visit and anticipate arriving late, please call the library to let staff know. We will attempt to accommodate but may not be able to extend the visit to compensate. Visits may also be rescheduled; contact the library as soon as possible to make arrangements for an alternative day and time.

Programs, events, and classes may be photographed and videotaped for library promotional purposes. Please notify staff if you prefer that your class not be photographed.

### **How do I get library cards for my group?**

If your group is from a local public school, let staff know if you would like to have library cards created for the students in your group. Allow at least one week for preparation of the cards prior to your visit. Parent/guardian approval is required for students under 14 years of age.

If your students are adults (over 18 years of age), staff will prepare their cards in advance but they will need to show their photo identification to receive their library card on the day of the visit. This is the process for other groups of adults as well.

A library card is required for checking out materials, so if members of your group already have cards, remind them to bring them on the day of your visit.

### **Can I bring my group to regular storytimes or library programs?**

Our regular storytimes and children's and teens' programs are designed for specific age groups. If members of your group are older or younger, please contact the library to schedule a special storytime or program tailored to your group members.

Per our Unattended Child Policy, all children under 10 years of age must be accompanied by a responsible caregiver. Groups of children must be accompanied by an adequate number of responsible adults.

For hands-on activities or programs with a large attendance, it may not be possible to accommodate a group that arrives after the start.

### **Drop-in Visits**

Pre-scheduling visits is not required and drop-in visits from groups are welcome as long as there is space to accommodate. To ensure smooth communication, please stop by the service desk to introduce yourselves to the staff on duty on your way in. If staff know who is in your group and who the group leader(s) is(are), we can assist you in finding the resources you need and resolve any concerns quickly.

We ask that groups with children under 10 or adults who may not fully understand how to conduct themselves in the library have an adequate number of group leaders to supervise all members. Group leaders are responsible for supervision of, and behavior of, individuals in the group while they are in the library. Group leaders are asked to please explain library behavior rules to their group before the group's visit and remain with their group for the duration of the visit. Any group failing to follow the library behavior rules will be asked to leave.

While we are not able to provide structured programming for unscheduled visits, we can provide self-directed activities such as coloring sheets, puzzles, board games, and activity sheets (word search, crossword puzzles, and such), and, of course, books and magazines.