Albany Public Library

www.albanypubliclibrary.org

GROUP VISITS FROM SCHOOL, DAYCARE OR OTHER ORGANIZATIONS POLICY

PURPOSE

Albany Public Library encourages group visits by local schools, daycares, camps and other organizations. However, we cannot always accommodate groups in our scheduled storytimes and programs.

POLICY

Arrangements for group storytimes, tours, library card assistance or other services must be made with Library staff at least two (2) weeks prior to your visit. In order to provide the best possible service to all patrons, we cannot schedule more than one (1) visit per month for the same class or group.

Groups visiting the library must be well-supervised. Teachers, counselors or adult supervisors are expected to remain with their group at all times.

RESPONSIBILITY

All public services staff are responsible for ensuring compliance with this policy. Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210, (518) 427-4300.

APPROVED

June 2015

REVIEW DATE

June 2017