

## **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/REVIEWED**

Adopted: June 2015  
Reviewed: October 2017  
January 2020