



# HELEN HALL LIBRARY

WWW.LEAGUECITYLIBRARY.ORG

281-554-1111



## Policy for Group Visits to Helen Hall Library

The library staff welcomes and encourages community and school groups to visit the library for instructional and recreational purposes. A group is any non-family assemblage of people. Groups are not allowed to attend regularly scheduled library events, so they are encouraged to set up group visits to the library.

- Arrangements for group visits must be made at least one week (seven calendar days) in advance of the visit.
- Due to staff and space limitations, no group may visit the library more than once per seven day period.
- All youth groups must be accompanied by at least two adults who are 18 years or older. The preferred ratio is one adult for every 10 children.
- Group leaders must stay with the group during the library visit and are responsible for the behavior of the group members.
- The library has the right to refuse requests for group visits if the staff cannot accommodate the group's time requirements or if the group's visit would disrupt normal library operations.
- Visits may be tailored to meet the needs of the group, such as tours, story time, instruction in using the online catalog or databases, etc. Discuss your requirements with staff or ask for suggestions.

Please come in person or call the following numbers to arrange a tour or visit.

For children up through age 11 (preschool and elementary), please call the Children's Services Desk at 281-554-1113.

For teens (intermediate and high school) and adults, please call the Adult/Teen Reference desk at 281-554-1101.



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## Group Visits

### Tours, Special Story Times, School/Daycare/Scout Visits

Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Person

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Day (Circle day): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date of Visit \_\_\_\_\_

Time(s) Desired \_\_\_\_\_ Length of Visit \_\_\_\_\_

No. of People in Group \_\_\_\_\_ Age Range \_\_\_\_\_

Number of Teachers/Leaders in Group \_\_\_\_\_

Type of Tour Desired \_\_\_\_\_

\_\_\_\_\_

Taken By \_\_\_\_\_ Staff Member Doing Tour \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_