

WAUKESHA PUBLIC LIBRARY

POLICY: LIBRARY VISITS AND TOURS

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Waukesha Public Library welcomes classes and groups of all ages to learn more about the facilities and the many resources the Library has to offer. Availability of staff and meeting space will be determining factors in scheduling a tour and possibly limiting the size of the group.

Classes and groups may schedule their visits with the Community Engagement Manager.

Groups from communities outside of the Waukesha Public Library service area will be encouraged to visit their local library, but requests for visits will be considered on an individual basis.

- Group leaders and teachers may make special requests as to the type of information that they would like presented to their group. Most visits will consist of some of the following:
 - Library instruction
 - Stories and/or booktalks
 - Tours of the makerspace, kitchen, or other spaces in the Library.
 - Talks highlighting Children's, Teen, and/or Adult print or non-print resources.

A group leader or teacher must accompany and remain with the class or group throughout the tour.

The library also makes staff available to visit groups and classes outside the Public Library. The above policies also apply to scheduling these visits.