

Group Visits at Union County Library

Thank you for recognizing the Library as a valuable educational resource for your group. Groups visiting any Union County Library location are welcomed and encouraged to take advantage of all the Library has to offer, including programs, facility features, and staff expertise.

A Library Tour is a scheduled, staff-led orientation to library facilities, materials/resources, and services. An Instructional Visit is a scheduled, hands-on, customized research opportunity. A Group Program Visit is a scheduled, customized library program.

The following guidelines are in place to ensure your group has a focused and meaningful experience at the Library. All groups must schedule at least 14 days in advance, 1 month is recommended. All requests for organized groups should be made at least 1 month in advance by contacting the library location you plan to visit.

1. A [request form](#) is required for each library tour or instructional visit. Submitting a form does not guarantee that the request can be accommodated.
2. Group size is contingent on staffing, space availability, and resources, and will vary from location to location with a maximum number of individuals per group determined by the library staff.
3. Groups must have a suitable number of chaperones to maintain order and must supervise the members of the group.
4. All group members must adhere to the Union County Library's Safe Environment Policy. In cases where there is disruptive behavior (loud, unreasonable, and/or disturbing noises) brought to the attention of staff, this may result in exclusion from the Library for the day.
5. Groups arriving 15 minutes or more past their scheduled time may be required to cancel or reschedule their visit.
6. Groups needing to cancel a scheduled tour/visit are asked to provide as much notice as possible. Groups that fail to show up without canceling a scheduled visit may not be rebooked for future tours/visits.
7. Unscheduled groups are not guaranteed customized staff interaction or entry into programs and classes. Contact your library to schedule a visit at least 14 days ahead of time in order to have a quality experience and/or program. The Library reserves the right to limit entry due to legal capacity limits and safety regulations. Capacity limits vary by location.



8. The Library reserves the right to limit group visits during peak season, especially in summer, in order to have quality programs and equitable access for all interested organizations.
9. Visit lengths will vary based on content and the ages of the participants. Groups must arrive and leave together.
10. Age Leveling - Below is a list of the service populations, compiled by the Programming Coordinators, based on the years of age the library serves via programming and other services.
 - a. Pre-K
 - i. Babies: 0-12 months
 - ii. Toddlers: 12 months-2
 - iii. Pre-K: 3-5
 - b. Elementary School: 6-9
 - i. Elementary School: 6-9
 - c. Middle School/High School
 - i. Older Kids: 9-12
 - ii. Teens: 12-18
 - d. Emerging Adults 18-30
 - e. Career Adults 30-55
 - f. Seniors 55+

11. Types of Visits

- a. Instructional Visit:
 - i. How to access and use UCL Resources
 - ii. How to use CATALOG and/or RESEARCH databases
 - iii. Facility Tour
 - iv. Library materials gathered for the research subject
- b. Genealogy Tours (Main Library Only):
 - i. Organization of collection, materials, and services
 - ii. Specialized instructional presentations
- c. General Building Tour:
 - i. General introduction to library services
 - ii. Building layout and materials locations
- d. Group Program Visit:
 - i. A group program visit is targeted toward the age of the group. Program content is based on available staffing, the number of attendants, and supplies/resources.

12. Guidelines for Adult Chaperones (18 years and older) of Youth Groups



- a. Thank you for agreeing to chaperone a youth group's visit to the Library. Chaperones are a vital part of a successful group visit to any Union County Library location. All chaperones are expected to adhere to the following guidelines:
 - i. On the date of the visit, each youth group must have an adult chaperone that checks in and out with library staff.
 - ii. The adult chaperone is expected to have a list of all young people in the group, their emergency contact information, and the sponsoring organization's contact information.
 - iii. A ratio of one adult chaperone per 10 youth is recommended. Groups that do not have this ratio in place may be asked to divide their group visit among multiple dates/times.
 - iv. Adult chaperones must remain with their group at all times and actively participate in activities with their group. Adult chaperones are required to serve as active leaders in the library experience. Chaperones must be able to see the children in their care at all times and in all spaces in the building.
 - v. All youth and adult chaperones in the group must wear name tags that include their first name and the name of the organization.
 - vi. Chaperone cell phones should be used for emergency purposes only.
 - vii. Enjoy yourself and participate in activities with your group. The Library offers a great opportunity to teach, learn and have fun.