



FARMINGTON PUBLIC LIBRARY

Group Visit Policy

Approved by Library Advisory Board 4/17/18

Next review April 2020

Managed by Youth Services Coordinator, Adult Services Coordinator, Library Director, and/or their designee

1. GENERAL PRINCIPLES

- a. The intent of this policy is to provide the best possible library experience for the many groups that visit the Farmington Public Library
 - i. In order to ensure a quality library experience for every patron, the Library requires all groups to schedule their visit prior to coming to the library
 - ii. The Farmington Public Library cannot accommodate groups that come to the library without prior registration
- b. Before contacting the Library for a visit by a group or organization, please read the following important information. Advance registration is required (see below)
- c. Types of groups available for a Library visit
 - i. Youth
 1. Educational groups for grades preschool through Grade 8
 2. This group includes all school groups, whether they are public, private, homeschooled or faith-based and afterschool groups
 3. This group also includes youth organizations, including, but not limited to:
 - a. Boy & Girl Scouts
 - b. Big Brothers & Big Sisters
 - c. Boys & Girls Clubs of America
 4. All youth groups must include a minimum of one adult for every eight students (excluding Library staff)
 - ii. High School
 1. Educational groups for grades 9-12
 2. This group includes all school groups and age-appropriate organizations whether they are public, private, homeschooled or faith-based
 - a. Students in grades 9-12 must be accompanied by a minimum of one adult for every 12 students (excluding Library staff)
 - iii. Adult
 1. The majority of the group members should be 18 years of age or over
 2. This group may also include:
 - a. College level students
 - b. Civic clubs and organizations



- c. Faith-based organizations
 - d. Adult ESL & literacy tours
 - e. Seniors and special needs groups
 - f. Community book groups
 - iv. Independent meetings
 - 1. Groups larger than 10 people wishing to conduct their meetings at the Library should refer to the procedures outlined in the *Program Space Policy*
 - 2. Groups of 10 people or less wishing to conduct their meetings at the Library should refer to the procedures outlined in the *Study Room Policy*
- d. Library Adventures and other customized visits
 - i. Library Adventure
 - 1. Library Adventures are appropriate for “Youth” as defined above
 - 2. Library Adventures are pre-planned events that strive to provide participants the best possible experience
 - 3. Library Adventures are scheduled at set times, and the schedule may be viewed on the Library Events Calendar at www.infoway.org
 - 4. Library Adventures may be customized, following the procedure outlined in the following section
 - 5. Afterschool youth groups that wish to schedule a date and time must contact the Library two weeks prior to the event, by email to youthtours@infoway.org or call (505) 566-2200
 - 6. Advance registration is required (see below)
 - ii. Customized tours for High School and Adults
 - 1. Tours and activities for High School and Adults may be customized to suit the specific needs of the groups
 - 2. Library staff also has pre-designed tours that can be utilized if there is no specific need. These tours can include:
 - a. Adult ESL & literacy tours: staff offers introductory tours for adults highlighting the specialized resources and services that are available
 - b. Seniors and special needs groups: staff offers general interest tours geared toward mobility and/or special needs
 - c. College student groups: staff offers a database review and a general tour (an iPad scavenger hunt tour is also available)
 - d. Community book groups: tour of library and introduction to the Library’s “Book Group Kits to Go” program
 - 3. Advance registration is required (see below)



2. REGISTRATION

- a. All schools and organizations bringing a group to the Library, regardless of size, must register before coming to the Library
- b. Because of high demand for the service by all age groups in the area served by the Library, the Library cannot accommodate groups for Library Adventures that come to the Library without prior registration
- c. **Library Adventures**
 - i. Groups must register online no sooner than two weeks prior, and no later than one week before the adventure
 - 1. Registration for Library Adventures is located in the Library Events Calendar at www.infoway.org
 - a. Click on the preferred Library Adventures date in the calendar
 - b. Complete the registration page
 - c. To customize Library Adventures, a drop down selection tool is available on the registration page, or you may contact the Library at 566-2200
 - ii. If registration cannot be completed online, please contact Library Adventures at (505) 566-2200, or email Library Adventures at youthtours@infoway.org
- d. **Customized tours for High School and Adults**
 - i. Register by calling Adult Services at (505) 599-1260 or emailing reference@infoway.org a minimum of two weeks prior to visit, and obtaining confirmation of visit
- e. Groups are limited to one visit per group per month, except for special events
- f. In order to ensure a high-quality library experience for everyone, the Library reserves the right to limit the number of groups that can register for any given period

3. PARTICIPATION

- a. Groups arriving early must wait until the scheduled beginning time and leave no later than the scheduled end time



- i. Groups wishing to stay beyond their allotted time for research or other purposes must seek prior approval from the Library Director
 - ii. Groups larger than 10 members who wish to conduct an independent meeting before or after their scheduled visit will need to follow the procedures outlined in the Farmington Public Library *Program Space Policy*
- a. Participants of the tour or class visit must remain with their group and in the appropriate area
- b. When groups arrive at the Library, they must remain in the lobby until all participants are present and they are met by their Library liaison
 - c. All visitors to the Library are required to follow the Library's *Acceptable Behavior Policy*

4. CANCELLATION

- a. Library Adventures - Please contact youthtours@infoway.org or call (505) 566-2200 to cancel any scheduled Library Adventures
- b. Customized tours for High School and Adults - Please call (505) 599-1260 to notify the Library of any delays or cancellations for High School and Adult tours
- c. Failure to cancel any scheduled Library Adventure or customized tour may result in the denial of privileges for future Library Adventures

5. ANNUAL MEETING

- a. The Library staff and the Advisory Board are responsible for creation and management of this policy. The goal of this process to create and manage policy is to strive to provide access to information and culture for all citizens, and to realize the right of all Library patrons to equal access to library services
 - i. To fulfill that goal, the Library staff sets an annual planning meeting in early August to discuss this policy, including the scheduled Library Adventures for the upcoming school year, any problems or difficulties with the previous year's Library Adventures, and to gather input on improving the Library Adventures experience
 - ii. All area teachers, educators and group leaders are invited to attend this meeting. The meeting will be posted on the library's website at www.infoway.org.



iii. During the annual planning meeting, attendees are charged with assisting the Library staff in improving Library services, reviewing policies, to strive to provide every organization with equal access to Library Adventures

6. APPEAL PROCESS

- a. If an organization wishes to challenge a decision made by the Library pursuant to this policy, the following appeal procedure will be followed:

i. **Written Request:** The patron may submit a written Request for Reconsideration of the Group Visit Policy to the Library Director

ii. **Library Director's Review:** Upon receipt of the written request, it will be reviewed by the Library Director and one or more members of the Library staff who have responsibility for this policy. The Library Director will make a written response within twenty-one (21) days from the date that the request was submitted. The Library Director shall at that time also provide to the Library Advisory Board a copy of the request and the response

iii. **Appeal:** If the patron requesting reconsideration is not satisfied with the decision of the Library staff, an appeal may be made in writing to the Library Director, who will convene within seven (7) days, a three-member Appeal Committee consisting of:

- a. One member of the Library Advisory Board;
- b. One member of the Library staff with responsibility for the class visit policy; and
- c. One member of the community selected by the Library Advisory Board and the Library Director

The Appeal Committee will report a decision in writing to the Library Director within seven (7) days after formation of the Appeal Committee. The Library Director will, in turn, inform all parties in writing of that decision within seven (7) days of receiving the written decision of the Appeal Committee