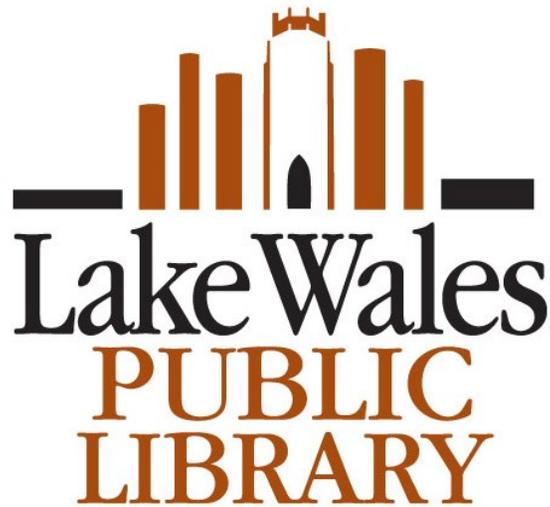


## Preparing Your Group for a Visit

Before your group visits the library, let them know the purpose of the visit. The visit is more successful and enjoyable if children know what to expect.

- Discuss appropriate behavior in the library, which includes respect for other children and adults using the library, participation in storytime, and care of library materials.
- If your group plans to check out materials, each child will need to have a *valid library card* with them. Children under 14 years of age must have a parent or legal guardian present to get a library card. Parents should call the library or log on to the library's catalog ([www.mypclc.org](http://www.mypclc.org)) prior to the group visit to make sure their children have a current library card with no outstanding fines or fees. Call 678-4005 for library card information. Individuals are responsible for all materials checked out on their card. The library does not issue cards to schools or businesses. Group leaders or teachers who check out materials for children on their personal cards are responsible for those items.

Internet computer use is not reserved for groups. Students 13+ must have a parental permission form signed at the reference desk. Students 12 and under must have a parent seated with them. Copies are 20 cents a page.



### Library Hours

<b>Monday</b>	<b>9:00am—6:30pm</b>
<b>Tuesday</b>	<b>9:00am—6:30pm</b>
<b>Wednesday</b>	<b>9:00am—5:30pm</b>
<b>Thursday</b>	<b>9:00am—6:30pm</b>
<b>Friday</b>	<b>9:00am—5:30pm</b>
<b>Saturday</b>	<b>9:00am—3:00pm</b>

**Lake Wales Public Library**  
**290 Cypress Garden Ln.**  
**Lake Wales, FL**  
**33853**

**863-678-4005**  
**863-678-4051 fax**  
[www.lakewalesfl.gov/library](http://www.lakewalesfl.gov/library)

**Lake Wales  
Public Library**



**Group  
Visits  
Policy**

## Group Visits

What better way to introduce young children to the Library than to bring them in for a tour! The library can be a fun and educational place to visit, and we welcome child care centers, preschools, clubs, and classrooms to bring groups of children to the library.

This policy applies to organized groups of 10 or more individuals. All visits will be scheduled on a first-come, first served basis when no other programs are taking place. The library also reserves the right not to schedule visits during its busiest hours of operation.

Group visits must be prearranged with the appropriate department, regardless of the purpose of the visit, to ensure that library staff is prepared and that there are no conflicts with other events that are occurring at the same time.

Unscheduled groups will be courteously accommodated when circumstances allow. The library will inform the leaders of these groups of the Group Visit Policy and ask the groups to schedule their future visits to the library.

Groups of children must be accompanied by an appropriate number of adults, who are required to stay with the children throughout their visit to the library.

Depending upon the age of the children, the library recommends at least one adult for every 10 children. Those attendants must be adults, and are required to provide **active supervision** of the group at all times; in compliance with the Lake Wales Public Library's Policies.



The library defines **active supervision** as constant, undivided attention. Supervisory adults should not be reading, browsing or talking with other patrons or adults and must remain inside the building with the group at all times, continually moving about the library in order to maintain voice and visual contact with all the group members, and reinforcing good and reasonable behavior. The library reserves the right to ask a supervisor to deal with unacceptable behavior and to ask the group to leave the library if there is lack of supervision or continued unacceptable behavior.

Approved 9/09