



Lake Wales Public Library Group Visit Policy

General Guidelines

A group visit applies to organized groups of 10 or more individuals. 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.

Although the public library is open to all, in order to ensure that group visits are productive, groups wishing to visit the library are subject to the following provisions:

- 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 wishing to have a tour, library instruction, or other special services, should request such service at the time of scheduling.
- Group size and length of visit may be limited by library staff, based on: other library programs scheduled, the number of staff available to serve the group, and the purpose of the group's visit.
- Group leaders are responsible for the supervision of, and behavior of, individuals in the group while they are in the library. Any group failing to follow the library patron's behavior rules will be asked to leave.
- Group leaders are asked to please explain library behavior rules to their group before the group's visit.

School & Children Groups

The library can be a fun and educational place to visit, and we welcome childcare centers, preschools, clubs, and classrooms to bring groups of children 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. The library defines active supervision as constant, undivided attention.
- Supervisory adults 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 reinforce 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 a lack of supervision or continued unacceptable behavior.