GUIDELINES FOR GROUP VISITS (WEB.)

The Inglewood Public Library welcomes the opportunity to work with various groups, young, older, and people of different learning spectrums, by offering in-person group visits. Groups may include students, homeschoolers, daycares, sports teams, scout troops, kids’ clubs, service clubs, Adult learning groups, and special needs groups, to name a few.

Group visits require a commitment of library staff time, Library space, and resources. Scheduled visits at each Library will vary according to staffing levels, available space and seating, and other services provided. Before planning a visit to the library, ensure to;

• Contact the Library you intend to visit at least two weeks before your visit. Sign up for a visit using the Group Visit Request Form.
• Visiting group leader/organizer should stop by to pick up library card applications for their group.
  o Library card applications should be filled in their entirety (incomplete applications will not be accepted or processed).
• If the visiting group already has library cards. Ensure they have them on their person in preparation for the visit. (Library cards are non-transferable).
• Submit a group roster with names (first & last) and date of birth should be given along with the library card application.
• Notify the library of any changes/cancellations at least 24 hours before the visit.
• Return your previously borrowed materials during your visit.
• Comply with all library policies.

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