

PUBLIC SERVICE GUIDELINES

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.
 - 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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