

Smith Public Library - Group Tour and Outreach Request Policy

Approved by the Library Advisory Board February 28, 2022

Group Tours:

The staff of the Smith Public Library welcomes school groups and civic organizations to visit the library to provide an introduction to the library facility, programs, materials, services and resources the library has to offer. In order to provide the greatest level of service, group visits should adhere to the following policy:

- All tours must be scheduled at least three weeks prior to the expected visit date.
- The minimum size for a group tour is 10 and the maximum size is 40. For student tours, one chaperone is required for every ten students.
- Visits and tours will be scheduled on a first-come, first-served basis preferably when no other library programs are scheduled to take place.
- The library reserves the right to restrict scheduling during the busiest hours of operation as well as the size and number of tours so as not to interfere with the regular operations of the library.
- Groups that plan on visiting the library, but do not require the assistance of the library staff, are encouraged to call ahead and inform the library of their visit.

Outreach:

The staff of the Smith Public Library will offer outreach services to schools, civic organizations and other groups upon request. All requests are on a first-come, first-serve basis and are subject to staffing availability and other program or service priorities. Staff will make every effort to accommodate requests for:

- Library card sign-up booth or table.
- Book talks for read-aloud programs.
- General presentation on library resources and services.
- Topical booklists to accompany an exhibit or program.

- Career day programs.
- Daycare visits.

To request a group tour or outreach, please complete the Request Form and return it to the library: via email: libinfo@wylie-texas.gov, electronically via [Google Form](#) or in person at Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098.

All forms must be received at least three weeks prior to the expected visit/outreach date. **A request does not guarantee a tour or outreach.** A staff member will contact you to confirm the date, time and details of your application.