

Policy: 430  
Subject: School Visits and Class Tours  
Reviewed: 10/18/2005, 7/14/2010  
Approved: 03/08/1993  
Revised: 10/26/2005, 7/27/2010

- 1) Librarian conducted tours and visits are open to public, private, and parochial schools in the Huron Valley School District as well as day care centers and homeschooling groups.
- 2) Tours usually consist of an overview of the Library, and a sharing of literature through storytelling or book talking.
- 3) Upon request, older students may be instructed in the use of the library's electronic resources.
- 4) Library card applications may be given to the student in advance of the school visit.
  - a) Forms must be returned in advance for cards to be issued on the day of the visit. The Library will forward non-resident applications to the appropriate library and request a card be issued in advance of the visit. Due to individual library policies, cards might not be issued for some students.
- 5) Handouts such as bookmarks and copied materials are also appropriate.
- 6) Tours must be arranged in advance and take into account staff scheduling and prior scheduled events.
- 7) School or day care center personnel and/or parents are responsible for supervision of classes in the Library.