



NEVINS LIBRARY

GROWING COMMUNITY

Group Visit Policy

Approved by Trustees May 2018

Staff in various public service areas of the Library welcome visits from small groups in the community. Such visits might include a tour of the library building, a survey of services in the Children's Room or Reference Department, as well as a tutorial in the Reference tools which are available at the Library. Other groups may simply come in to spend time using the facilities.

Groups wanting Tours, Instruction or Assistance

In order for groups to receive adequate attention from staff and to make the best use of limited space available, advance notice of at least a week should be given in writing or by telephone whenever feasible to the head of the specific library department to be visited unless library cards are requested (*See Below*). For school visits for children grade 6 and below, the Head of Children's Services should be contacted. For school visits with children grade 7 and up including adult classes, the Head of Reference Services is the contact. Since library staff might need to prepare for specific objectives of the visit, group leaders should alert staff to those objectives when they give advance notice.

Groups of children and students must be accompanied by adults in numbers to provide adequate supervision.

Groups which are too large for limited space may be asked to split into 2 sessions.

Library Card Requests

To facilitate borrowing of materials, often groups like to obtain their library cards during their visit. For groups of under 40, completed library applications should be submitted to the proper department (Reference Dept. for adults or Children's Dept. for children under grade 6) one week prior to the visit. For groups numbering over 40, please allow two weeks for the processing of applications. In all cases, positive proof of Methuen residency is required when the library card is picked up at the time of the visit. For groups of schoolchildren the Library will rely on the teacher's or the Methuen School Department's verification of residency.

Groups using the library facilities with Caregivers

The Nevins library strives to be a welcoming space for all patrons. When adult special needs groups or group home residents of any age come from their community facilities, they should always be accompanied by a trained counselor who would be required to stay with them for the duration of the visit. We ask that counselors check in at the main desk and leave a name and cell phone number to contact them in the case of an emergency.