

# NON-RECURRING GROUP VISITS POLICY

## PURPOSE AND OVERVIEW

The Hartland Public Library welcomes group visits from schools and other kinds of educational organizations. These visits allow students to explore the Library's resources and develop essential library skills. The following guidelines are designed to ensure a seamless and enriching experience for all participants.

## SCHEDULING VISITS

- **Fill Out the 'Non-Recurring Group Visits' Form:** <https://forms.office.com/r/VeNx9BjCC4>.
- **Appointment Confirmation:** All group visit requests will be confirmed within 5 days. If you don't hear back from staff after placing a group visit request and the 5 day waiting period has passed, please reach out directly to library staff. Please arrange your visit at least three weeks before the desired date to ensure proper planning and avoidance of conflicts with other events. This allows library staff adequate preparation time to meet your group's needs.
- **Group Size and Supervision:** In addition to a classroom teacher, a minimum of one adult chaperone is required for every 10 students. For example, if your group consists of 20 students, you must have at least two chaperones, along with the classroom teacher. Chaperones are responsible for supervising their group throughout the visit, managing behavior, and ensuring that students adhere to Library rules. Proper supervision is crucial for maintaining a positive experience for all patrons. Failure to meet these supervision requirements may result in the cancellation or rescheduling of the visit. NOTE: Chaperones are for groups with students aged 18 years and under. If your group consists of adult students aged 19 or older, you do not need special chaperones.
- **Purpose of Visit:** We understand that each school visit to our library has a unique purpose, whether conducting research, exploring a specific topic, or receiving a general Library orientation. Clearly defining the purpose of your visit helps our Library staff tailor the experience to meet your group's objectives, ensuring a meaningful and productive visit.

## ACTIVITIES AND RESOURCES

- **Library Orientation and Tours:** Visits may include a guided tour of the Library, a Storytime session, and/or a lesson on Library etiquette and skills. These sessions typically last 30-40 minutes, depending on the group's ages and interests.
- **Special Collections and Materials:** If the visit involves specific assignments or topics, please notify the Library at least three weeks in advance. This allows staff to set aside relevant materials and ensure availability. Note that the Library may not have multiple copies of certain books, and it is advisable to plan accordingly.
- **Internet and Printing:** Visitors must have valid library cards to access the Library's internet facilities. Currently, six computers are available for use. Printing services are offered at a cost (black and white: 15 cents per page; color: 50 cents per page). Please plan for these expenses if your group requires printing services.

## ACCESS TO MATERIALS

The Library maintains an open access policy during school visits where a parent or guardian is not present. We encourage students to take full advantage of the Library's offerings, which support a wide range of interests and learning opportunities. Parents and guardians are encouraged to discuss any

material restrictions with their child beforehand, ensuring a comfortable and inclusive environment for all.

## BOOK LEVELING AND READING LEVELS

Unlike some school libraries that use specific leveling systems (e.g., Lexile, AR levels), the Library's collection is not categorized by reading levels. This means we are unable to assist in selecting books based on specific reading levels or needs. Our collection is thoughtfully curated to cater to a diverse audience, including those with varying interests and reading abilities. We encourage students and visitors to explore our collection and discover books that capture their interest and align with their reading preferences.

## ADDITIONAL SERVICES

- **Storytimes and Special Programs:** Storytimes can be arranged for groups with prior notification, preferably three weeks in advance. The frequency of such visits may be limited based on staff availability.
- **Reference Assistance:** Librarian assistance or a speaker can be requested to guide students with Library-related activities during their visit. This service must be scheduled in advance to ensure staff availability.
- **Meeting Rooms:** Meeting rooms are available for large groups or specific needs. To reserve a meeting room, please visit our website at [www.villageofhartland.wi.gov/276/Meeting-Rooms](http://www.villageofhartland.wi.gov/276/Meeting-Rooms) and complete the online form. The Bark River Room has a capacity of 32 people, and the Ice Age Trail Room can accommodate up to 60 people. Reservations should be made as early as possible to secure availability.

## ACCESSIBILITY CONSIDERATIONS

The Hartland Public Library is committed to providing an inclusive environment for all visitors. The Library offers accommodations and services for students with disabilities, including accessible entrances, restrooms, and materials. A selection of fidget toys and board books are available to support students' needs. Please inform us of any specific needs or accommodations required at the time of booking to ensure a comfortable visit for all participants.

## CHAPERONE REQUIREMENTS

All chaperones must sign in at the Library's front desk upon arrival. They will be issued a visitor badge to be worn visibly throughout the visit. This identification ensures that chaperones are easily recognizable, enhancing student safety by distinguishing authorized adults from other Library visitors. It also supports the smooth management of groups within the Library and helps protect children from interacting with strangers.

## CONDUCT AND EXPECTATIONS

- **Behavior and Etiquette:** Teachers and chaperones should explain Library expectations to students beforehand, emphasizing respect for others, quiet behavior, and proper handling of Library materials. All participants are expected to adhere to the Library Code of Conduct. Disruptive behavior or failure to adhere to Library policies may result in the immediate termination of the visit. The visiting organization will be responsible for managing behavior and addressing any issues that arise; any damage to library property that occurs during the visit will be assumed by the visiting organization.
- **Chaperone Involvement:** We encourage teachers and chaperones to actively engage with students during the visit. Participating in discussions, guiding exploration activities, and helping students with inquiries can significantly enhance the educational experience.
- **Library Cards:** If students plan to check out materials, they must have valid library cards. Please provide a list of students' names at least one week in advance if they will be checking

out materials. This allows us to verify library card information and ensure a smooth and efficient check-out process during your visit. **Note:** If students do not have their library cards, they will not be able to check out materials during the visit.

Parents and guardians should confirm that their children's cards are in good standing and free of outstanding fines or issues before the visit. During these visits, students may check out books without a parent or guardian present, but media, board games, and kits can only be checked out if a parent or guardian is present.

Teachers are responsible for letting their students know ahead of time whether any checkout limits exist for the number of books students can check out during the visit. Parents and guardians are responsible for ensuring that any items checked out during school visits are returned to the Library before their due date. Automated notices are available via email or text upon request. The standard due date for children's books is three weeks after checkout, but items can be renewed if there are no holds on them.

## PATRON PRIVACY AND RESPONSIBILITY

- **Patron Privacy:** Teachers cannot access information on students' library card accounts, including details of checked-out books. For inquiries regarding specific account information, parents and guardians should contact the Library directly. **Note:** Patrons 16 or older have special privacy rights regarding their Library accounts. Their checked-out materials and account details cannot be accessed by anyone other than themselves unless they provide explicit consent.
- **Responsibility for Children's Use of Library Materials:** Children's use of library materials rests with their parents or guardians. Under Wisconsin statute, parents or guardians have authority over their children's library use prior to age 16. Parents or guardians are also financially responsible for any fines, fees, or replacement costs associated with lost or damaged materials checked out by their children.
- **Data Protection and Confidentiality:** The Library complies with all applicable data protection laws and regulations. Any personal information collected during the visit will be used solely for the purpose of scheduling and managing the visit and will be kept confidential. It will not be shared with third parties without consent.

## LIABILITY AND INSURANCE

The Hartland Public Library is not liable for any personal injury or property damage incurred during group visits, including injuries or damages that occur while walking to or from the Library. It is the responsibility of the visiting organization to ensure that all participants are covered under their own insurance policies and to follow all safety guidelines. The Library recommends that organizations review their insurance coverage to include all activities associated with the visit, including transit to and from the Library.

## MEDICAL EMERGENCIES

In the event of a medical emergency during the visit, Library staff will assist as possible and contact emergency services if required. It is the responsibility of the visiting organization to have a first aid kit and to be prepared to manage minor injuries or medical issues. This responsibility extends to any incidents that occur while walking to or from the Library. Please ensure that chaperones are aware of any medical conditions or allergies of the students in their care and are prepared to handle any emergencies that may arise during the visit or transit.

## LATE POLICY

Timeliness is essential for a productive visit. If your group is running late, please contact the Library as soon as possible to inform us of the delay. The following guidelines apply to late arrivals:

- **Grace Period:** A 10-minute grace period is allowed for late arrivals. If your group arrives within this timeframe, we will do our best to accommodate your visit with minimal disruption. However, please be aware that we may need to adjust the planned activities or shorten the visit time to fit within the remaining schedule.
- **Extended Delays:** If your group arrives more than 15 minutes late, we may need to reschedule the visit to prevent disruption to other scheduled appointments or programs. Please note that rescheduling will be subject to availability and may not be immediately possible. We recommend contacting us promptly to discuss alternative arrangements if needed.
- **No-Shows:** If a group fails to arrive without prior notice, the visit will be canceled. No-shows can disrupt the Library's schedule and affect other groups who have reserved time slots. Rescheduling will be subject to future availability, with priority given to groups that adhere to their scheduled time. Please notify the Library as soon as possible if your plans change to avoid unnecessary cancellations and to help us manage our schedule effectively.

## FLEXIBILITY CLAUSE

While we strive to accommodate all scheduled visits, unforeseen circumstances, such as Library closures or staff shortages, may require adjustments to your plans. We appreciate your understanding and flexibility in such situations.

## CONTACT AND ADDITIONAL INFORMATION

To schedule a visit, fill out this form at <https://forms.office.com/r/VeNx9BjCC4>.

For more information, contact the Library at 262-367-3350 or [hplinfo@hartland.lib.wi.us](mailto:hplinfo@hartland.lib.wi.us).

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