

## **Jefferson County Public Library Tour Rules**

In order to provide a positive experience for tour groups, the following guidelines apply.

1. The library is a working environment; employees are actively serving patrons. Tours are scheduled as time and staff availability permits. Contact the Children's or Adult's department to make an appointment for any tour group.
2. Circumstances for provision of tours vary from library to library.
3. The size of group that can be accommodated varies by library and age of patrons.
4. Groups not requiring staff guidance or instruction are encouraged to contact the relevant department in advance of their visit.
5. Should a group require library cards, please make advance arrangements to submit library card applications to ensure that no one is disappointed on the day of the tour.
6. The appropriate statistics should be recorded and submitted to the monthly statistics report.