

APPLICABILITY:

This policy applies to organized groups of five or more individuals (adults and/or children), including those groups from childcare centers/homes, nursery schools, local public, charter, and/or private schools, scout groups, day camps, adult education programs, adult day support programs, and other institutions and organizations. The Group Visits Policy defines the criteria for visits to any library location by any of the above referenced organized groups.

PURPOSE:

Library resources are provided for the interest, information, and enlightenment of all individuals of Durham and surrounding counties. The library encourages use by schools and other groups and seeks to provide programs which address their particular needs. The library offers orientation tours and programs which promote the use of its resources and the love of literature and libraries. To make resources and services equally available to all patrons, the library provides services to groups within the criteria outlined in this policy.

POLICY:

Group visits must be prearranged with the appropriate department at least three weeks prior to visit, regardless of the purpose of the visit, to ensure that library staff is prepared and that there are no conflicts with other events.

The library will schedule appointments for group visits only when sufficient library staff is available to maintain normal library services while providing service to the group.

Unscheduled groups cannot be accommodated.

Discipline is the responsibility of the group leader. **For every 10 attendees under the age of 18, the library requires that the group provide one adult supervisor (age 18+ years old)** who will stay with the group at all times to maintain proper library behavior as outlined in the library's Courteous Conduct Policy.

The library reserves the right to limit group size to ensure that general library operations are not disrupted. The library reserves the right to limit the number of visits per group per year.

ENFORCEMENT

Violators of this policy may be subject to exclusion from library buildings and grounds and may lose library privileges.

RESPONSIBILITY

It is the responsibility of all library staff to understand this policy fully to ensure fair and equitable application. It is the responsibility of the Deputy Director and the Assistant Director for Planning and Facilities, with the advice of the Board of Trustees, to interpret, monitor and recommend updates to this policy. The Library Director is the final authority in regard to enforcing this policy.

ADDITIONAL DOCUMENTS:

- [Durham County Library Courteous Conduct Policy](#)
- [Durham County Library Unattended Child Policy](#)