

Policy for Groups Visiting the GCHR Libraries

In order to optimize your visit we ask that you please observe the following:

- Planning** Before your visit, discuss with your students: the purpose of the trip and library behavior and safety. Instruct your chaperones. Review all pre-visit materials sent to you. Prepare students for instruction by librarians. Confirm transportation arrangements. Make student nametags. Plan to arrive on time.
- Learning** Become a learner for the day! Listen to librarians, ask questions when appropriate and remember the tour is for the students.
- Reviewing** After the visit, review what has been learned and encourage students to return with a parent in order to register for a library card.

LIBRARY TOUR MANNERS

- ✓ No backpacks, electronic games or cell phones may be brought on the tour.
- ✓ No gum, food or drink.
- ✓ Don't be afraid to ask the librarian questions and make comments during your tour.
- ✓ Do not sit down during the tour unless you are instructed to do so. If you are asked to sit down please be sure to push your chair back under the table when you get up.
- ✓ No leaning or sitting on shelves, carts, computers or other library equipment and furnishings.
- ✓ Stay with the librarian.
- ✓ Please show respect to other visitors by abstaining from talking.
- ✓ Walk in a single file line while on the stairs.
- ✓ Do not use the elevator unless there is a physical need.
- ✓ Students should not sit in or pass through the Café unless arrangements have been made to eat there.

CHAPERONE INFORMATION (Please share this with all chaperones prior to the trip)

- ✓ Chaperones must be over 18 years old.
- ✓ We require one chaperone for every 8 students. Teachers do not count as chaperones.
- ✓ Chaperones and teachers are responsible for supervising students at all times.
- ✓ Chaperones and teachers should follow all instructions given by the librarian.
- ✓ Chaperones and teachers are responsible for discipline and are asked to remove any student causing disruption.
- ✓ Chaperones and teachers should be familiar with and enforce library tour manners.
- ✓ Chaperones and teachers are also learners for the day and side conversations are not appropriate.

- ✓ Chaperones should not wander away from the group in order to check out materials, use the computers or to complete other personal library business.
- ✓ Chaperones are asked to not bring younger children with them as they require your full attention and are a distraction to the tour.
- ✓ GCHR Libraries reserve the right to decline visitation to unruly groups.
- ✓ Visiting schools are financially responsible for damage to Library property.
- ✓ We would like to say Thank you to the chaperones for giving generously of their time so that students can come to the Columbia County Library.

TRIP CHECKLIST

- ✓ At its main library in Evans, the Columbia County Library limits all groups to 75 students or less. At the Euchee Creek Library, the limit is 50, at the Harlem Library, the limit is 30, at the Lincoln County Library the limit is 50, and at the Warren County Library the limit is 50. Burke County limit is 75.
- ✓ A list of chaperones along with the students assigned to them must be faxed or emailed to the library 3 days in advance of the tour. If the chaperone requirement can not be met then the field trip will have to be rescheduled.
- ✓ Please confirm the date, time and expectations of the tour 3 days in advance of the tour.
- ✓ Policy for Visiting Groups at GCHR Libraries must be signed by the teacher in charge and returned to the library 2 weeks in advance of the tour.
- ✓ Review library tour manners with your students prior to your visit.
- ✓ Instruct your chaperones.
- ✓ A restroom stop before your visit will make the tour run smoothly.
- ✓ All activities must begin at the scheduled start time. Confirm departure time with your driver(s).
- ✓ At the Evans Library and Euchee Creek, buses must drop students off at the front door underneath the covered entrances. In all libraries, buses must park in the far end of the lot.

AGREEMENT

I have read and understand the *Policy for Groups Visiting the Columbia County Libraries*. I will make this information available to other teachers who may also be in charge of the field trip as well as to my administration. At such a time as another teacher is in charge of the field trip or in the event this policy statement is mislaid, I hereby assume the responsibility of requesting that the library supply a new policy statement and authorization form to the appropriate person. I understand that my school will be held financially responsible for any damage incurred or excessive clean-up required as the result of my school's field trip. I understand that Columbia County Library reserves the right to decline visitation to unruly groups.

Library Branch: _____

School: _____

Name of teacher in charge: _____

School Address:

School Phone Number: _____

E-Mail: _____

Signature of Responsible Party