

# CLASS VISITS TO THE WEST LINN PUBLIC LIBRARY

We encourage visits from classes and groups to provide an opportunity for all ages and backgrounds to visit the library, to become aware of library services and how to access them, and to promote and encourage reading for pleasure and as a means of self development.

Class visits and tours are offered subject to the availability of library staff. The days we offer tours are Tuesdays, Wednesdays and Fridays starting at 9:15. We will make every effort to accommodate your group. However, due to other library programs and events, we may not be able to schedule every request. Because of our limited staffing groups from West Linn will be given preference.

## Visits for Preschool Groups

We want preschoolers to feel comfortable in the library and to feel eager to explore and enjoy the resources that enliven and enrich children's lives. For your visit we will be happy to schedule a storytime. We can also schedule a tour of the Kids' Room. When schedules permit, we will also visit your location with a storytime.

## Visits for Primary, Middle, and High School Classes

We want students to feel at ease using the library and to discover the excitement of new books and information. A visit will include a tour of the appropriate area and a description of our services. We can also provide an introduction to materials that will kick off a particular topic or project and an introduction to the Library's on-line resources. When schedules permit, we will also visit your location.

## How to Arrange a Class or Group Visit

- Fill out the attached form and bring it to the library or call 503-656-7853 x4 to make arrangements.  
**At least two weeks' advance notice is required.**
- Have the following information ready:
  - When you want to visit - have alternative dates in mind in case the library is already booked on the day or time that you want
  - Ages/grade(s) of your class or group.
  - How many students you want to bring. Please have the appropriate number of adult chaperones come with your class. Teachers and aides must be present at all times.
  - The purpose of the visit, e.g.: an introduction to the library, the services offered and how it is arranged; special research topics; or storytime.
- If you want your students to check out books during your visit, see the section below about Library Cards.

## Library Cards and Check-Out

Students must have a library card in order to check-out materials. Those who do not have cards can obtain cards for your class visit if we have a completed application form in hand before the visit.

- To download an application, go to [westlinnoregon.gov/library](http://westlinnoregon.gov/library). Under "I want to..." click on "Get a Library Card."
- Bring completed forms to us **at least a week** before your visit. Library cards will be created in advance and will be waiting for you and your class.
- We need your help! Please be sure each application is complete, accurate and legible, and that a **parent or legal guardian has signed it**. This will help to avoid disappointment for your students.
- Please tell parents/guardians that new library card applications will **not** be accepted during class visit.

**We look forward to seeing your class or group at the library!**

