

# School Visit/Procedures for Middle School & High School Classes

Contact your Branch Coordinator to complete registration

We look forward to hosting your class visit to the Aurora Public Library. To make your visit as rewarding as possible, please observe the following guidelines:

1. Determine what kind of visit your class needs:
  - a. Formal library-staff guided tour of facility and materials – with checkout of materials or without checkout of materials
  - b. Informal class visit to independently browse and check out materials
2. Include date & time requested
  - a. Request at least a month in advance
  - b. Provide three dates in case your first date is not available
3. Include number of students and number of adults
  - a. Schedule one adult for every 10 teens for supervision and control of the noise level
  - b. A maximum of 25 students can be accommodated at one time on a tour or visit
  - c. If more than 25 need to arrive together, they will be divided into two groups
    - a) The meeting room can be requested for half the students to wait while the other half uses the library or takes the tour
    - b) For the half in the meeting room, the following options are available upon request:
      1. A librarian can gather materials on a requested topic for the teens to review for assigned projects
      2. A presentation of library databases and the library website
      3. Book talks on popular teen materials
      4. Possible presentation on a topic requested by instructor as long as two months notice provided
4. Include in your initial request anything you would like to be mentioned specifically (e.g. books on a topic for a project). Mention this and they will be pointed out on the tour.
5. On the day of the visit, please advise your students:
  - a. that library users expect a quiet environment
  - b. to remain with their group during the visit
6. Handout packets are available upon request for the following library topics:
  - a. Free Online Homework Help (Brainfuse)
  - b. Learning Express Library (test prep and class prep)
  - c. Mango Languages
  - d. Teen Programs
  - e. Library Card Sign-up
7. If there is anything else you would like covered during the visit, please list on the back.



## Middle and High School Tour Reservation Form

Please complete this form one month in advance to schedule a library orientation, tour, book talk, or introduction to library skills such as using the library's online catalog or research databases, and return to the appropriate branch coordinator.

- |                               |                                |
|-------------------------------|--------------------------------|
| 1. School: _____              | 5. Email (optional) _____      |
| 2. Teacher Responsible: _____ | 6. Grade Level: _____          |
| 3. Phone number _____         | 7. Number of students: _____   |
| 4. Fax number _____           | 8. Number of chaperones: _____ |

9. Location you wish to visit:  Eola Road Branch  Main Library  West Branch

10. Please list below three possible dates and times. Library staff will FAX (email or phone) confirmation of date and time confirmation 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

I have read the attached procedures for scheduling a tour and agree that my group will follow the rules set forth.

Signature: \_\_\_\_\_

**For additional options see next page of this form.**

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**For Staff Use Only**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Library Representative: \_\_\_\_\_

Date booked: \_\_\_\_\_

Date entered in Events Calendar: \_\_\_\_\_ Entered by: \_\_\_\_\_

Confirmation faxed: \_\_\_\_\_

Room/Location Reserved: \_\_\_\_\_

Date Maintenance Work Order sent: \_\_\_\_\_ Sent by: \_\_\_\_\_

Library Staff Signature: \_\_\_\_\_

11. Would you like a tour packet for each student?  yes  no
- Tour packets include, but are not limited to, information on the following:
    - Homework Help (Free online tutoring service)
    - Introduction to search library computer catalog
    - Library Card Sign-up
    - Borrower limits
    - Teen program schedule

12. Please put an "X" in the box of the options below that you would like included in your school tour: (Choose only two.)

- a.  Tour of the library
- b.  Research Project Assistance. Please explain below the topics the teens will be researching and the sources they are allowed to use for this project (i.e. online databases versus print material only)
- c.  Book Talk. Please include the following information to help us better serve your students

Students reading level (s):

Please put an "X" in the box next to the type of books you would like to see included in the book talk:

Fiction

Nonfiction

Both

d. Computer Instruction:

Library Computer Catalog Instruction

Introduction to the library website

Research Databases (Please choose one database to focus on from our research database website.)

e. Anything you would like the librarian to know before the tour?

#### REMINDERS ON TOURS

1. Please remind students prior to the visit that library users expect a quiet environment
2. Please review the Library Behavior Overview with your students
3. Please make sure that the students stay with the group