

**Section II: Service Policies**

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**TITLE:           Group Visits**

Lake Villa District Library (LVDL) welcomes visits by area schools and community groups. LVDL offers tours, instruction, and programs to promote the use of library resources. To ensure equitable access, LVDL accommodates group visits within the following parameters:

- Any group may come for a self-guided, unscheduled visit of LVDL at any time during operating hours.
- Groups seeking a guided tour, library instruction, storytime, or other staff assistance, must schedule their visit ahead of time.
- Whether a group visit is self-guided or assisted by library staff, chaperones of high school age or older must remain with the children throughout the visit and are responsible for the children's behavior (see Patron Behavior Policy and Unattended Children Policy).
- The use of a meeting room must be scheduled separately (see Meeting Room Policy).

Adopted:       March 17, 1986  
Revised:       3/16, 5/19, 4/22