

**Section II: Service Policies**

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**TITLE:** Group Visits

**DATE ADOPTED:** March 17, 1986

**REVISED:** March 28, 2016

Lake Villa District Library (LVDL) encourages visits by area schools and community groups. LVDL offers orientation tours, training, and programs which promote the use of library resources. To make these resources and services available to all patrons, LVDL provides services to groups within the following criteria:

- Any group may come for a self-guided, unscheduled visit of LVDL at any time.
- Groups seeking a guided tour, library instruction, storytime, or other special service must schedule a time for their visit. A staff member will be assigned to work with the group.
- Group visits are typically scheduled during operating hours, Monday through Friday. Group size, length of visit, and the number of visits a particular group may request are subject to availability.
- A minimum of one adult chaperone must accompany each group of 10 children or young adults. Chaperones are expected to stay with the group during the entire visit, and are responsible for discipline and the behavior of the attendees. Please see our [Patron Behavior Policy](#).
- The use of a meeting room must be scheduled separately. Please see our [Meeting Room Policy](#).
- Students and group members need valid library cards to check out materials. Please see our [Circulation Policy](#).