

## **GROUP USE OF LIBRARY POLICY**

Adopted by the Cedar Mill Community Library Association Board of Directors on November 22, 2017

Bringing a group to the library can provide an excellent opportunity to learn more about the library.

Whether groups would like a “drop-in” self-directed experience or an experience with more library support that may include a tour, library instruction, book talks, or story times, the library needs advance notice to ensure a quality visit. Due to space limitations, and to make sure the library can accommodate your group while meeting the needs of walk-in patrons and avoiding conflicts with already scheduled library programs, we ask that groups follow these rules:

- Groups of five or more must book a library visit two weeks in advance. Visit or call the library to schedule a visit. Please be aware that we will have to find a time which avoids conflicts and when there is sufficient staff to accommodate your group. Most regularly scheduled library programs cannot accommodate large groups. Since large group use may conflict with other routine individual use contact library staff prior to your visit to avoid disappointment. For fairness to others, the library cannot accommodate the same group multiple times each week. (Cedar Mill Main library can accommodate larger groups than Bethany)
- The Library reserves the right to limit group visits during peak times and seasons, such as summer and “no school” days, in order to have quality programs and balance access for all interested organizations. The visit length for groups should not exceed 60 minutes. Groups must arrive and leave together.
- All group members must abide by the Cedar Mill Community Library’s Behavior Policy. In cases where there is disruptive behavior including loud, unreasonable, and/or disturbing noises, or pulling excessive quantities of items from the shelves, the group may be excluded from the Library.
- An adequate number of responsible adult chaperones must accompany the group. The library requests 1 adult chaperone per 10 youth. Some groups, depending on age or needs may require more adult supervision. Groups that do not have adequate adult supervision will be asked to divide their group visit among multiple dates/times.

Oregon’s Office of Child Care Administrative Rules publishes staff/child/group size ratio rules that must be followed. See Rules 414-300-0130 for the complete table. On the date of the visit, the chaperone must check in and out with library staff.

- The adult chaperone is expected to have a list of all young people in the group, their emergency contact information and the sponsoring organization’s contact information. The last of which is to be provided to the library on request.
- Adult chaperones must remain with their group at all times and actively participate in activities with their group. Adult chaperones are required to serve as active leaders in the library experience. Chaperones must be able to see the children in their care at all times and in all spaces in the building. No child may be left at the library unattended by a chaperone.
- Adult chaperones in the group must wear identification that includes their name and the name of their organization.
- Chaperone cell phones should be used for emergency purposes only.