

SMITH PUBLIC LIBRARY

GROUP TOUR POLICY

The staff of the Smith Public Library welcomes school groups and civic organizations to visit the library to provide an introduction to the library facility, policies, and many materials, services and resources the library has to offer. In order to provide the greatest level of service, group visits should adhere to the following policy:

- All tours must be scheduled at least three weeks prior to the expected visit date.
- The minimum size for a group tour is 10 and the maximum size is 40. For student tours, one chaperone is required for every ten students.
- Visits and tours will be scheduled on a first-come, first-served basis preferably when no other library programs are scheduled to take place. The library reserves the right to restrict scheduling during the busiest hours of operation as well as the size and number of tours so as not to interfere with the regular operations of the library.
- Groups that plan on visiting the library, but do not require the assistance of the library staff, are encouraged to call ahead and inform the library of their visit.

To request a group tour, please complete the Request Form and return it to the library using one of the following methods: email: libinfo@wylietetexas.gov, fax: (972) 516-6270, or mail to Smith Public Library, 300 Country Club Rd., Building 300, Wylie, TX 75098, Attn: Tour Request. All forms must be received at least three weeks prior to the expected visit date. **A request does not guarantee a tour.** A staff member will contact you to confirm the date and time for your visit.