

## Library Visit Scheduling Guidelines

Thank you for considering a trip to our library! To ensure a smooth and enjoyable visit, please review the following guidelines for scheduling your trip. Please email scheduling information to [elizchildren@gmail.com](mailto:elizchildren@gmail.com) for grades PK-12. **Please note, that you are not confirmed until you hear back from a librarian.**

### 1. We will need the following information to schedule your date:

- **Possible Dates:** Please provide two possible dates for your visit to the library.
- **School:** Specify the name of your school.
- **Number of Students:** Indicate the total number of students attending the trip.
- **Grade:** Provide the grade level of the students.
- **Need for Library Cards:** Let us know if your students require library cards for the visit.
- **Desired location:** Which one of our branches are you interested in scheduling your class trip to?

### 2. Group Size Limitation:

- We accommodate larger groups of up to 40 students per class visit at the Main. If your group exceeds this limit, we will schedule your trip into two separate visits.
- The branches, Elmora, E-port, and Lacorte are limited to 30 per class visit.

### 3. Advance Notice:

- To ensure availability, please schedule your trip at least two months in advance. Requests made within two months of the desired visit date may not be guaranteed.

### 4. Library Card Applications:

- All students requiring library cards must fill out applications before the visit.
- Applications should be submitted to our circulation department, which will process and issue the cards. They need a minimum of one week before the class visit to issue the cards.
- Library cards will not be issued on the date of your class trip.
- Once the cards are ready, our staff will notify you for card pickup.