



## CITY OF RANCHO CUCAMONGA

# LIBRARY TOURS FOR ADULTS POLICY

POLICY NO.:  
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EFFECTIVE: 1/5/95  
REVISED: 05/13/04  
APPROVED: 06/10/04

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**PURPOSE:** The purpose of this policy is to establish guidelines for the provision of tours of the Rancho Cucamonga Public Library for adult public and private education classes and community groups, ensuring fair and equitable access.

**PHILOSOPHY:** The Library is pleased to provide tours of the facility. These tours fulfill several purposes:

1. To assist in the instruction of how to use a library successfully.
2. To make the potential patron more aware and more comfortable with the many services offered by their public library.

### **ELIGIBLE GROUPS AND HOURS OF SERVICE:**

Group: Any private or public school class, or adult education class  
Any organization, such as Eagle Scouts or Computer Groups

Limitations: Limited in attendance to 25 students or group members

Hours: No tours available Sundays. No tours offered from 2:30 to 6 p.m. Monday through Thursday. Available times shall be worked out with library staff.

### **CONTENT:**

Guided Tours – Approximately 15 minutes in length – a directional tour of the library to show where collections are located, how to get a library card, overview of catalog, and what online resources are available. (no fee)

Instructional Tours – Approximately 40 minutes in length – guided tour, plus, instruction in use of online resources and reference collection. Instructional Tours must be requested at least two weeks in advance and will be designed to group leader's request (subject matter, specific databases, reference books, etc.). (\$25 fee for up to 25 adults)

Self-guided Tours – group leaders are welcome to conduct self-guided tours through the facility, providing there are fewer than 10 group members and there is no disruption to other patrons using the library.

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**SUPERVISION:** Group leader will remain with group and assist Library staff member with supervision.

**MULTI-LANGUAGE:** Tours might be available in languages other than English depending on staff availability. Please ask at time of scheduling.

**LIBRARY CARD ISSUING:** If your group requests library cards be issued at the time of the tour, official Rancho Cucamonga Public Library registration forms must be completed for each applicant with all required signatures. Applications should be proof-read by Group leader and submitted to the Library two weeks prior to the date of the requested tour.

**SCHEDULING:** All group visits must be scheduled a minimum of one week and a maximum of three months ahead. Two weeks advance notice is required for groups over 20 and/or if library cards are to be issued at time of visit. Twenty-four hours cancellation notice is requested.

If a group of more than 20 have already scheduled the library for a tour, a second request from another class may be denied based on limited capacity and staff.

**EXCEPTIONS:** Exceptions to the above requirements or additional options in tours may be granted by the Library Director or the Board of Library Trustees. Requests for such action should be submitted in writing a minimum of 2 weeks prior to the proposed tour date requested.