

## SERVICES TO SCHOOLS, HEAD STARTS AND DAYCARES

### Class Visits and Tours

Thinking about bringing your class to the San Benito County Library? A library visit is a great way to excite your students about reading and inform them about the many resources and services the library has to offer. The library staff will work with you to make your visit to the library both worthwhile and enjoyable.

Please look at the following guidelines for booking your class visit to the San Benito County Library.

- When you contact us for the visit, please have several dates and times in mind so a date and time can be arranged without delay. Library visits and tours generally last 45 minutes to an hour. You will have the option to specify if you want a story time, library orientation, tour, or instruction on doing research, the online catalog or library databases.
- To provide a quality experience for all concerned, group visit size is usually limited to no more than 35 students.
- If your class is not checking out materials, please book your visit by phone or in person at least two weeks prior to your visit, due to staffing considerations and availability. A **Class Visit Request form** is also downloadable online from our website and once filled out can be submitted by fax at 831 636-4099 or returned to the library's front circulation desk.
- If you would like your students to check out materials, please ensure that all students have library cards before your class visit. For those students without library cards you will need to book your visit and pick up library card application forms at least **three weeks** prior to the visit.
- Please return completed library card application forms at least **two weeks** before your class visit to ensure that cards will be ready by the day of your visit. Please check that all applications forms are completed in full with current address and signed by the child's parent or legal guardian.
- Borrowing materials on the day of the visit makes the experience more meaningful and enjoyable for the children. To keep your visit on schedule and to limit long lines at the check-out desk there is a limit of one item per child, with a valid library card, during the class visit.
- Teachers and aides must be present at all times during the visit. Since the library is open to the public, we ask that students be instructed on keeping noise levels to a minimum.
- Special preparation is made for your visit. If you are unable to keep your appointment, please call to cancel, even on the day of the scheduled visit. We appreciate your assistance and cooperation.

## **CAN'T COME TO THE LIBRARY? CLASSROOM VISIT REQUEST FORMS ARE AVAILABLE!**

The Youth Services staff welcomes the opportunity to visit classrooms in San Benito County, public or private. To book a classroom visit, phone or pick up a **Classroom Visit Request form** at the library. *Classroom Visit Request* forms are also downloadable from our website. Classroom visits need to be booked at least **one month** in advance of the visit.

### **OTHER THINGS WE CAN DO**

- Bring the bookmobile or *Mobile Family Learning Center* to School/Open House nights.
- Speak about library programs and services and the importance of reading at Parent/Student Orientation and PTA meetings.
- Provide grade-level and special topics booklists upon request.

### **HOW TEACHERS CAN HELP**

- Avoid mass assignments where all your students need the same books at the same time. When you are giving an assignment that requires your students to visit the library, please notify us in advance by filling out an **Assignment Alert form**. Assignment Alert forms are downloadable online or available at the library. We can reserve assignment materials and put them on the Temporary Reserve Shelf for library use only. Please return the Assignment Alert form at least **two weeks** prior to when the assignment is given to your students.
- Send the library a copy of your required reading list and curriculum.
- Call and ask if you are not sure that the library will have the resources your students will need to complete an assignment. We will help and accommodate you in any way we can.