



Planning Classroom Visits

Scheduling a School Visit

For the sake of clarity and efficiency, when planning a classroom visit to the library, teachers shall communicate directly with the Children's Librarian of their preferred branch to register for a tour of the library no later than 3 weeks prior to the anticipated visit. This enables the librarian to foster an enjoyable experience for group visits as well as other members of the community who may be using the library that day. A request is not a confirmation. All requests will be reviewed by the Children's Librarians, Branch Librarian, Head of Circulation, and the Director to determine availability based on the staff schedule.

The library cannot accommodate more than 50 students per visit (Teachers/Aides are not included in this total). A maximum of two classes may visit at a time, so long as the combined attendance does not exceed 50 students.

Teachers will have an opportunity to request library cards prior to the visit when registering. (see **Library Cards for Teachers** for more information) Please note; every classroom visit and subsequent request for library cards will require a minimum of 3 weeks advance notice. Registration requests are not guaranteed upon request. Library availability and staff schedules are subject to change but we will do our best to accommodate your request within a 3-4 week period.

Confirmation of classroom visits will be given to teachers and/ school administrators directly and explicitly from a Children's Librarian at either branch. Absolutely no walk-in classroom visits are permitted.

Library Cards for Students

Please have students fill out a [Library Card Application](#) (available in English, Haitian Creole, Spanish, or Portuguese). At minimum, the first name, last name, date of birth, and address are required in order to receive a library card. A phone number or email is preferred in order to appropriately notify patrons of their library holds. If handwriting is deemed illegible, the library may not be able to provide a library card until receiving clarification of the written information from school personnel.

Library card applications for students submitted by school personnel do not require a signature of a parent or guardian. However, if students would like to apply for a library card outside of school visits, they must either bring their student ID to the library or have their parent or guardian (with appropriate photo ID) accompany them to the library to provide a signature.

Library Card Applications must be provided at least 2 weeks in advance of the school visit in order to adequately provide library cards for all interested students. Completed applications may

be dropped off physically to the library branch coordinating the school visit, or may be scanned and emailed directly to eve@noblenet.org. Any applications provided after this deadline may not be prepared for the scheduled visit and may be required to pick up at a later date. Library Card Applications provided on the same day as a school visit will not be fulfilled during the visit, but can be left with the coordinating library staff member to provide at a later date.

During a School Visit

Students are permitted to borrow up to two books per classroom visit with their library card. It is the responsibility of the students and their parents/guardians to return these items to the library during their out-of-school time. No library materials other than books may be borrowed during a school visit (i.e. movies and games).

The library staff are not able to accommodate fulfilling any Library Card Applications for students on the day of their visit. However, Teacher Library Cards may be made on-site. Teachers will use their discretion to coordinate the borrowing of any materials with their Teacher Library Card on the day of their visit.

School Outreach/In-Person Visits by Librarians

As the schedule permits, librarians may visit schools. A schedule is not currently available, but teachers or administrators can request one by [contacting a librarian](#).