

Berwyn Public Library Classroom Visit Policy

The Berwyn Public Library encourages visits from local schools. Youth Services staff will work with the teacher to ensure that the class visit accomplishes the goals set by the teacher for the visit.

Teachers who want to arrange a class visit must observe the following:

1. Class visits must be scheduled through the Youth Services Department at least two weeks prior to the visit. Classes arriving at the library without a scheduled visit are invited to use the facility, but staff will not give tours or attempt any type of presentation. The Youth Services phone number is 708-795-8000, ext. 3006.
2. Class visits will be limited to one homeroom class per visit.
3. Classes visiting the library require adequate adult supervision. The Berwyn Public Library requests that there be one adult chaperone for every ten students present during a classroom visit.
4. Training on the databases located in the Reference Department will be limited to students in 7th grade or higher unless prior arrangements are made through the Reference Department. The Reference phone number is 708-795-8000, ext. 3038.

**Approved by the Berwyn Public Library Board of Trustees
Effective October 15, 1996
Revised November 10, 2003
Reviewed February 20, 2007**