

REEDSBURG PUBLIC LIBRARY

GROUP VISIT OR LIBRARY TOUR

370 Vine Street ~ www.reedsburglibrary.org ~ 608-768-READ ~ FAX 608-524-9024

Applicant Information	Group Information
Name: _____ Organization/School: _____ Daytime Telephone: _____ Evening Telephone: _____ Fax: _____ E-mail: _____	Number in Group: _____ Age or Grade Level: _____ Purpose of Visit: <input type="checkbox"/> Tour <input type="checkbox"/> Research Project <input type="checkbox"/> Other: _____ Research Topic(s): _____ _____
Tour Date: _____ Tour Time: Begin: _____ End: _____	
Additional Notes: 	

Preparing your group for a visit:

- Discuss appropriate behavior in the library, which includes respect for others using the library and care of library materials.
- Drop off completed library card applications at least 3 working days before the visit.
- Encourage parents to call the library or check online to ensure each child has a current library card with no outstanding fines or fees.

Signature of Applicant _____ Date: _____

STAFF USE ONLY	
Tour Confirmed: _____	Date: _____
<input type="checkbox"/> Online Calendar	<input type="checkbox"/> Staff Calendar