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: _____	Number in Group:_____
Organization/School: _____	Age or Grade Level:_____
Daytime Telephone:_____	Purpose of Visit: ☐ Tour ☐ Research Project ☐ Other:_____
Evening Telephone:_____	
Fax:_____	Research Topic(s): _____
E-mail:_____	_____

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:** _____

☐ **Online Calendar**   ☐ **Staff Calendar**