



WHITBY PUBLIC LIBRARY

doorway to discovery

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| Policy Type: | Public | |
| Policy Title: | Library Orientation Program Policy | |
| Authority/Created: | CEO April 20, 2005 | Date Revised: April 16, 2008 |

Introduction:

The Whitby Public Library encourages visits by groups for the purpose of learning about the library and its services. Groups may include, but are not necessarily limited to, school classes, adult education classes, home schooling groups, and Guiding and Scouting programs.

Purpose:

- To introduce children, teens and adults to the library and to make them aware of the informational, educational and recreational resources available to them.
- To enable those unfamiliar with the library to become independent library users.
- To provide library cards to new users so that they may borrow materials and access the library's many online resources and services.
- To explain the value and responsibilities of having a library card.

Guidelines:

- If library cards will be needed for the group, application forms can be picked up or completed online prior to the visit. Library materials may be borrowed at the time of the visit.
- Scheduled one-hour time blocks have been set aside for group visits to the library and all library orientation programs should be booked at least two weeks in advance. This schedule ensures that a staff member is available to spend time with the group.
- Visits may include a tour of the building, an explanation of library services and procedures, an introduction to online resources. Preschool and elementary school class visits may include a story or booktalk. Subject-specific programs may be requested.
- Groups may visit the library outside of the designated time slots to work on their own or to borrow materials, and tours and special programs will be available subject to staffing resources.