

## Library Tours

### Policy Statement

In order to educate library users of all ages about the programs, services, and collections available at Sterling Municipal Library, Library tours can be arranged through the Library's Public Service staff.

### Rules

1. Tours must be arranged no less than one week in advance.
2. Tours must be arranged through the Public Services or Extension Services staff.
3. Tours will be conducted during regular Library hours.

### Procedures

Individuals or groups requesting a tour should be referred to a member of the Library staff according to the following guidelines:

Tours for children's groups.....	Children's Librarian
Tours for groups of teens.....	Teen Librarian
Tours for parent or community groups.....	Associate of Public Service
Tours for adult groups.....	Associate of Public Service