

SERVICE TO COMMUNITY GROUPS

Library staff will provide a variety of services to community groups such as scouting groups, social and church groups, service clubs, and interest related clubs. While all of these groups are encouraged to arrange tours or visits to the Library, staff will also provide speakers, programs and related services at other locations in Elmhurst at the request of the group.

Groups should contact the Library's Public Information Coordinator at least two weeks in advance to arrange for tours and/or programs.

A. Eligibility

Groups must be Elmhurst based.

B. Services

1. Tours

Groups may request a tour of the library, including information about resources or services of particular interest to them. Although every effort will be made to accommodate groups on the preferred date and time, the scheduling of tours will depend upon staff availability and other programs within the Library.

2. Programs

Library staff will provide a presentation related to library services, programs or resources or, with sufficient notice, a program on a subject of interest to the members at a group's regularly scheduled meeting. Generally Library staff will present one program per group during a 12 month period, although additional presentations may be scheduled if time permits.

3. Events

Library staff will attend community events on request to provide information about relevant Library services.

4. Book discussion groups

The Library will maintain collections and lists of books used in Library-based book discussions and assist community book discussion groups in selecting titles. Groups may register their members' library card numbers and make group requests for their selected titles.