

LIBRARY USE BY SCHOOL GROUPS

It is the policy of the Southwick Public Library to allow groups associated with the Southwick public and private schools to use the Library with the following conditions:

1. All classes shall be scheduled with no less than two weeks notice. Notice is defined as the receipt by the library of the following paperwork from the teacher
 - A. Lesson plans describing the use the class will be making of the library and any materials they may need to complete their assignments.
 - B. Permission slips completed once per year by the parents of all students below the age of 16. The School Superintendent's office has those slips and is responsible for securing parental permission.
2. It is understood that the facility may be used, but that staff cannot offer instruction. Teachers must accompany their classes and supervise the assignment. The Library recommends that the teacher also bring an aide or parent chaperone.
3. The staff has the right to limit classes to no more than 2 per week and limit the hours in which they may be scheduled to those in which the Library is not open to the public.
4. After a notice to the teacher, the staff has the right to instruct the class to leave if there is inappropriate behavior on the part of any class member.
5. Requests are treated as applications and the staff may deny such requests if it is felt that the lesson plan does not fit the parameters of the Library's collection, the class is monopolizing the available time slots or has behaved inappropriately at a prior time.