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Requests for Group Library Tours/Instruction by Non-USFSP Groups (October 2014) : NPML Guideline--017

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Subject: *Requests for Group Library Tours/Instruction by Non-USFSP Groups*

Functional Area: *Research and Instruction Department*

Date of Origin: 2011-09-19 **Date Last Reviewed:** 2014-10-30

I. INTRODUCTION (Purpose and Intent)

The Nelson Poynter Memorial Library occasionally provides library tours or library research instruction sessions to visitors from local schools, community groups, visiting scholars, and others. The purpose of these tours and classroom instruction sessions is to provide an educational and professional service to colleagues and to support USFSP efforts at developing local, national, and international relationships.

Poynter Library's primary mission is to serve the faculty, students and staff of USF St. Petersburg. All of the USFSP Library's electronic resources and the majority of the print collection are aimed at an undergraduate, graduate, or faculty reading level. Although the library houses a collection of children's books and media, the collection is primarily maintained to support the teaching, learning, and research of the faculty and students at USFSP.

II. STATEMENT OF POLICY

Requests for group tours or library instruction may be accommodated under the following conditions:

1. Group sessions must be arranged in advance by calling the Head of Library Research and Instruction (727-873-4405) at least one week prior to the visit.
2. Groups must not interfere with the scholarly pursuits of the USFSP community.
3. Groups must have a particular goal or assignment related to using a university library.
4. Groups must be limited to a maximum of 25 people at one time. As library space is limited, larger group sizes must be negotiated.
5. Groups must be accompanied by an appropriate number of adults who will supervise the group at all times.

6. USFSP has limited parking for visitors and the library is not responsible for arranging parking. All information related to parking should be obtained by calling USFSP Parking Services at 727-873-4480.

In all cases, the Library reserves the right to decline such requests because of other commitments. Drop-in visits of groups without prior arrangements cannot be accommodated and will be turned away.

III. ADDITIONAL SECTIONS AS NEEDED

While present in the Nelson Poynter Memorial Library, all members of the visiting group are expected to behave according to the USF Student Code of Conduct (see: <http://generalcounsel.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>) and the Nelson Poynter Memorial Library Guideline on Children in the Library (see: <http://hdl.handle.net/10806/10860>)

Authorized by:

Dean of Library

Library Leadership Team