



# JOETEN-KIYU PUBLIC LIBRARY CNMI STATE LIBRARY

P.O. Box 501092 CK, Insatto Street, Susupe, Saipan, MP 96950  
Tel: (670) 235-7322/23 or 7315 • Fax: (670) 235-7550  
Website: <http://www.cnmilib.org> • Email: [cnmistatelibrary@gmail.com](mailto:cnmistatelibrary@gmail.com)



## LIBRARY VISIT/TOUR REQUEST FORM

School/Organization: \_\_\_\_\_ Date: \_\_\_\_\_  
Grade Level/Age Group: \_\_\_\_\_ Total Number in Group: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*Library Visit/Tour hours should be scheduled between the following times: Wednesday to Thursday from 10:30 am to 12:00 pm—Friday from 2:00 p.m. to 4:00 p.m.*

Date of Visit:	Start Time:	End Time:
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Type of Visit:
  - Teacher Led Library Use (visit for use of library only, library staff is not required)
  - Library Tour (visit with an introduction to the library collections and Catalog)
  - Information Technology Center (ITC) (use of computers and internet)
  - Combined use (Tour with program, help with research, etc.)

Please Explain: \_\_\_\_\_  
\_\_\_\_\_

- Will library cards need to be issued?  YES  NO
- Area of interest/focus of visit or materials to be set aside (*due to limited supplies, the library may charge fees based on certain activities*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name and Sign

\_\_\_\_\_  
Date

Please submit the form to the Joeten-Kiyu Public Library or email the completed form to [cnmistatelibrary@gmail.com](mailto:cnmistatelibrary@gmail.com). You will receive a response concerning your request within 3 business days. If you have any questions about what types of services, we offer please contact the library at 235-7322/7316 for more information.

### For Library Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Confirmed:  Not Confirmed:  Approved: YES  NO  By: \_\_\_\_\_ Date: \_\_\_\_\_

## How to Schedule a Group Visit

The library is a fun, free, and educational place to visit. The Joeten-Kiyu Public Library (JKPL) welcomes school classes, daycares, and other groups to schedule a time for a staff member to present a tour of our library's resources and services. Tours and presentations may also include a special program designed for your group, such as story time, arts and crafts, library instructions, or special assistance with using the library in a desired study area.

Request for a library visit or tour can be done by visiting the library and filling up a Library Visit/Tour Request Form. Completed forms must be submitted to JKPL by delivering them to the library or by emailing the form to [cnmistatelibrary@gmail.com](mailto:cnmistatelibrary@gmail.com)

Your request must be submitted two weeks before your desired visit date. If your group members need library cards, and you want them to be able to use them at the time of the visit, please submit library card applications two weeks before your desired visit date, as well. You will receive a response concerning your request within 3 business days.

### Library Cards

If you would like every member of your group to be able to check out materials and/or use online resources, we need library card applications at least a month before your group's visit. Please review the library card applications for possible omissions or errors before returning the forms to the library. Library card applications can be picked up at the library's front circulation desk.

### Length of Visits

Your group visit may last from 10 to 45 minutes, depending on the age(s) of your group and any additional requests. Instructions on locating and using library resources/services can take 30 to 40 minutes, a story time or book talk may take 10 to 30 minutes. Library staff will work with you to determine the length of your visit based on your needs when you schedule your visit.

### Size Limits

We recommend that preschool groups be limited to no more than 20 children. The optimal size for older children and adults is 25 people. At least one adult for every 10 children must accompany groups of children. Larger groups should consider breaking into smaller groups for an optimal experience. Teachers and sponsors are expected to remain with children at all times.

### Preparing for Your Group Visit

Before visiting the library, it is a good idea to let your group know the purpose of the visit. The visit is more successful and enjoyable if your group members know what to expect.

- Discuss appropriate behavior in the library. This includes respecting other children and adults using the library, participating in story time, and care of library materials.
- If your group plans to check out materials, each group member will need a valid library card. Children under 18 years of age must have a completed Application for Library Card with the signature of a parent/guardian. Parents should call the library before the group visit to make sure their children have a current library card with no outstanding fines or fees. Individuals are responsible for all materials checked out on their cards. Group leaders or teachers who check out materials for children on their personal cards are responsible for those items.
- Computer Use by Visiting Groups: The library has public access computers with Internet access.

