

## Tour Policy

The University of Memphis Libraries' Instructional Services (IS) Department offers tours to 7<sup>th</sup>-graders and older only.

Tours must be requested three weeks ahead of time. They will be scheduled between November 1 and the end of the Fall semester and between Spring Break and the late Summer intersession, so they may take place outside peak instruction times. Tours will be scheduled only if Libraries employees are available.

IS will do no more than one 40-minute tour per weekday (no tours on weekends). If a group arrives late, the person meeting the tour will fit in what s/he can, but not continue past the originally-scheduled conclusion of the tour.

A tour may accommodate up to 30 students. A minimum of two adult chaperones must accompany the students at all times.

IS will identify a core group of Libraries employees, graduate assistants, and student workers willing to deliver a "canned" tour/discussion that IS will produce based on what each Department chooses to highlight. No substitutions.

IS reserves the right to refuse tours.

Please visit [http://memphis.edu/libraries/instruction/tour\\_request.php](http://memphis.edu/libraries/instruction/tour_request.php) for scheduling information.

Approved by the University Libraries' Administrative Council: August 2014