



## Prescott Public Library

215 E. Goodwin Street  
Prescott, AZ 86303  
928-777-1506

**To:** Prescott Area Schools

**From:** Amadee Ricketts, Lead Librarian - Youth Services, Prescott Public Library

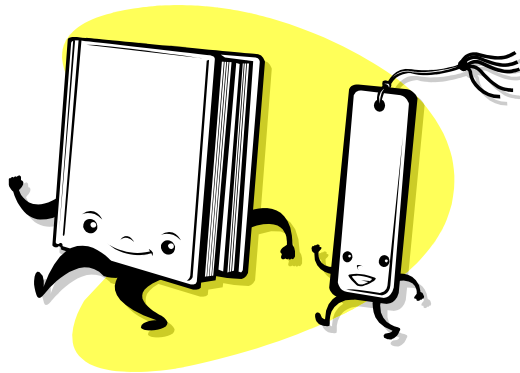
**Re:** Class Visits and Library Cards for School Groups

## Class Visits to the Library

Prescott Public Library welcomes classes and groups. Whether you want to schedule a special storytime, tour the library, or just browse for books, we hope to make your visits to the library as rewarding as possible.

The Youth Services Department offers a range of programs for the public, and schedules class visits up to six months in advance. For this reason, we ask that you book your class visits and request library card applications at least two weeks in advance.

Please call 777-1506 or email [amadee.ricketts@cityofprescott.net](mailto:amadee.ricketts@cityofprescott.net) to set up your visit.



## Library Cards for School Groups

A library card is a passport to the world of information. We would like every child in Yavapai County to have a library card, and strongly support teachers in their efforts to get cards for their students.

Creating new library cards requires quite a bit of work behind the scenes. To ensure that cards are ready for your class on the day of your visit, please follow the outline below. If you have any questions about the process, don't hesitate to ask.

## A. At least two weeks before your visit



### **Schedule your visit, and get library card application forms**

Call 777-1506 or email [amadee.ricketts@cityofprescott.net](mailto:amadee.ricketts@cityofprescott.net) to arrange your visit and let us know that you will be getting library cards for your class. After you have scheduled your visit, use the reproducible library card application [form](#) to make the copies you will need for your group.

If you would prefer to pick up a packet of applications here at the library, you can use the request slip on the following page. Please allow at least two business days for us to process your request. Your packet of applications will be available for pickup at the Lower Level Check-out Desk.

### **Give the application forms to your students**

Deliver the blank application forms to your students with instructions to return correctly filled out forms to you at least one week before the class is to visit the library.

**NOTE:** Each student's full name, mailing address, birth date, and parent/guardian ID number (from a driver's license, state ID, or passport) **MUST** be included on their application form. **The parent/guardian signature is also required.**

## B. At least one week before your visit

### **Return completed application forms**

Return the completed forms to the Lower Level Check-out Desk. This gives us time to process the applications so the cards will be ready before the day of your visit. Please attach the cover slip from the following page so that we have a way to contact you if necessary.

We want your students to enjoy their visit, so it is important to us to take care of any card related problems ahead of time. If any of the application forms are incomplete or illegible, we will contact you so that they can be corrected and returned before the class visit.



**A LIBRARY CARD CANNOT BE ISSUED  
IF A STUDENT ALREADY HAS A CARD.**

*If one of your students is not able to get a card, their application will be returned with a note explaining the situation.*

## C. The day of your visit

### **Pick up your students' cards**

Library cards will be available for your students to sign at the Youth Desk. Relax and enjoy your library visit!

## Library Visit Checklist

Did you...



- Schedule your visit?
- Get library card applications?
- Explain the applications to your students?
- Return the completed applications at least one week before your visit?
- Pick up your students' cards at the Youth Desk on the day of your visit?



*If you would like to pick up a packet of application forms, you can use this handy request slip. (If you make your own copies, you won't need this slip.)*

## Library Card Application Request for Teachers

Teacher name \_\_\_\_\_ School \_\_\_\_\_  
Teacher contact number \_\_\_\_\_ Class grade \_\_\_\_\_  
Number of English language forms needed \_\_\_\_\_  
Number of Spanish language forms needed \_\_\_\_\_  
Date of scheduled class visit \_\_\_\_\_



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*Please attach this slip to your completed library card applications. This will make it easy for us to contact you if necessary.*

## Cover Slip for Completed Applications

Teacher name \_\_\_\_\_ School \_\_\_\_\_  
Teacher contact number \_\_\_\_\_ Class grade \_\_\_\_\_  
Date of scheduled class visit \_\_\_\_\_



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***Thanks! We look forward to seeing your class at the library!***