

**Group Visit Request**  
Town of Collins Public Library  
2341 Main Street, Collins, NY 14034  
716-532-5129

Complete the form below to request a class or group visit. We may be able to accommodate hours outside of regular library hours. We appreciate applications 4-6 weeks in advance, so we can ensure accommodation and staffing.

School/organization name \_\_\_\_\_

School/organization address \_\_\_\_\_

School/organization phone \_\_\_\_\_

Contact Person, Title \_\_\_\_\_

Contact person phone number \_\_\_\_\_

Age/grade of attendees \_\_\_\_\_ Number of attendees \_\_\_\_\_

Date & time of visit:

1<sup>st</sup> choice \_\_\_\_\_

2<sup>nd</sup> choice \_\_\_\_\_

Are any special accommodations required for your visit? Please describe.

Type of Tour: (See reverse)

Would you like Library Card Applications to distribute to students before visiting?

How many?

*Please ask about how we can have library cards ready for your students when they arrive!*

*Please return this form to the library for review by our staff. We will contact you within 1 week of receiving the application.*

Staff Use:

Received date: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Contacted date: \_\_\_\_\_

Approved? \_\_\_\_\_

*Types of Visits offered:*

Building Tour/History of Libraries

Stories

Hands on STEM/Tinkering activity

Hands on Arts and craft activity

Virtual Reality (Ages 13+, with parental permission)

3D Printing demo

Have our Library Staff visit you!

Other

Or speak to our children's coordinator or director for a visit to suit your needs!