

Nau mai, tauti mai ki Christchurch City Libraries Ngā Kete Wānanga o Ōtautahi!

Thank you for planning a self-guided class visit to our libraries; we look forward to welcoming you. Please read the following information prior to your visit.

Before your visit

- We welcome self-guided visits to the libraries. Please contact the library before your visit as a courtesy.
- You are welcome to invite students to bring their library card. Books can be issued to students with either their physical or digital library card.
- Please let us know prior to your visit if your class requires space for morning tea or lunch, as we may be able to accommodate.

Guidelines for Class Visits

Our guidelines are to enable a safe and enjoyable visit for everyone in our spaces. We would appreciate it if you could please talk about these with your class before your visit.

- Move calmly and quietly in the library.
- Students need to remain in their group and be accompanied including using the bathroom.

- Food and drink are not permitted in certain areas such as:
 - Around library computers.
 - Around the Ngā Pounamu Māori collection and Pasifika collection areas in all libraries.
 - At Tūranga, on the Tuakiri/Identity floor, Level 2, no food and drink is allowed (including water bottles).
- When using the stairs, please keep left. For safety, please move in a single file holding the handrail to make it easy for other library users to pass. Classes are encouraged to use the stairs rather than the lift whenever possible.
- Behaviour management is the responsibility of the teachers. If our staff feel that students' behaviour is inappropriate, we will bring it to the attention of the teacher. If the behaviour continues or escalates then we will ask you to remove them from the space and assess when they are ready to return the group.

In the event of an evacuation or lockdown

Visitor safety is paramount. To ensure this we have procedures in place to keep our you safe in the event of an emergency. Please follow the guidance of library staff members.