



MILWAUKEE  
PUBLIC LIBRARY

## **Preparing for your class visit to the Central Library Children's Room**

After scheduling your class visit, you can begin to prepare yourself and your students for an enjoyable and educational time at the library. Please see the questions and answers below to help you prepare.

### **How many adult chaperones do we need?**

For groups of 30 students or more, please have the appropriate amount of chaperones for your group size. We advise roughly one adult per eight students.

### **I've never been to the Central Library before. Where do I go with my students when we arrive?**

The Children's Room is on the first floor of the Central Library, and the entrance is located in the middle of the building. If you enter from Wisconsin Ave., you will pass the Registration & Circulation desks and the grand staircase on your way in. If you enter from Wells St., you will pass through the Adult Reading Room. Inquire at any service desk for directions to the Children's Room. Make your way to the reference desk where friendly library staff will be waiting for you.

### **What will the class visit entail?**

First, familiarize yourself with the lesson plan for your class visit (if available). It shows the activities students will engage in while at the library, as well as the education standards the visit supports. Please let us know at the time of scheduling if your students are working on a special project or learning about a particular subject. Library staff may be able to tailor some of the elements of the visit to align with what the class is studying.

### **Can students check out library materials during the class visit?**

Before you come to the library, you will want to determine whether you will allow your students to check out materials during the visit. To check out materials, students will need to have their library card with them, and it must be in good standing. Checking out materials can take some time, so you will want to allot for extra time at the end of your visit. Additionally, if only some students have cards and can check out materials, those that cannot may feel understandably disappointed. If you do want your students to check out materials during the visit, we advise limiting them to one or two items each.

**Central Library Betty Brinn Children's Room**  
814 W. Wisconsin Ave. Milwaukee, WI 53233  
414-286-3091



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### **Are there special rules for the Children's Room?**

The Children's Room is a place where children can be themselves, explore, and have fun. In order to ensure everyone has a safe visit, we ask students to remember a few guidelines:

- Use careful walking feet. We don't want anyone getting hurt, and we want to be mindful of the other people using the library, including babies and toddlers.
- Use your inside voice. Imagine you are having a friendly conversation with a friend. That is the best volume for your voice.
- Stay with your class. If you get lost, find a friendly library staff person to help you. All library staff wear nametags so we are easy to find.
- Tell your teacher or chaperone if you need to use the restroom. We want the grown-ups to know where you are at all times during your visit.
- Only three children at a time are allowed into the lighthouse. You may need to wait in line for a turn to go up to the top.

### **What should I do if I need to cancel the class visit?**

If you need to cancel your class visit, please notify the Children's Room at (414) 286-3091. We will do our best to reschedule for a later date. If you experience any delays the day of your visit that will keep you from arriving on time, please make every effort to contact the Children's Room as soon as possible.

### **What do I do if I have additional questions before our class visit?**

If you have questions about your visit, please call the Children's Room at (414) 286-3091. A staff person will assist you.

**Thank you for scheduling a class visit to the Central Library Children's Room. We look forward to working with you and your students!**

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