



**DCL Direct**  
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**303-791-READ**  
 DouglasCountyLibraries.org

# Book A Library Tour

## Request Form

We look forward to meeting your students and giving them a personal tour of the library. You may also choose from other services listed below. Tours take between 20 and 40 minutes, but may be longer depending on requested services.

**Two weeks advance notice is required for a Library Tour**

Preferred Date \_\_\_\_\_ Preferred Time \_\_\_\_\_ Alternate Date \_\_\_\_\_ Alternate Time \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

How would like us to contact you? Circle One: Phone Email

Please check which services you desire:

- Tour of Children’s Area
- Tour of entire library
- Story –if yes, what theme? \_\_\_\_\_
- Catalog Search Overview
- Database Overview
- Meeting room reservation (Meetings rooms may not be available.)  
 If yes, how long? From \_\_\_\_\_ to \_\_\_\_\_.
- Checking out materials

*Please note: If you want your group to check out books or other materials, each member will need a library card. Youth can get their own library card at GetACard.org.*

Number of people in your group \_\_\_\_\_ Age range \_\_\_\_\_ Adults per children \_\_\_\_\_

*Please arrange for one adult per 5 children for groups with students 12 and younger.*

What is the purpose of your visit? Please indicate any special requests.

\_\_\_\_\_  
 \_\_\_\_\_

**\*\*\*\*\* Staff Only \*\*\*\*\***

Name of staff completing form \_\_\_\_\_ Date \_\_\_\_\_

Confirmation sent: Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of staff assigned to this tour: \_\_\_\_\_

**Regional Libraries**  
**Highlands Ranch Library**  
 9292 Ridgeline Blvd.  
 Ranch, CO 80129-2378  
 Fax 303-799-4275

**Neighborhood Libraries**  
**Lone Tree Library**  
 8827 Lone Tree Pkwy  
 Lone Tree, CO 80124-8961  
 Fax 720-348-9525

**Part-Time Libraries**  
**Louviers Library**  
 Louviers Village Club Highlands  
 Louviers, CO 80131-9900

**Parker Library**  
 10851 S. Crossroads Dr.  
 Parker, CO 80134-9081  
 Fax 303-841-7892

**Roxborough Library**  
 8357 N. Rampart Range Rd.  
 Suite 200  
 Littleton, CO 80125-9365  
 Fax 720-981-9951

**Cherry Valley Elementary School**

**Philip S. Miller Library**  
 100 S. Wilcox St.  
 Castle Rock, CO 80104-1911  
 Fax 303-688-7710