

Arthur F. Turner Community Library
Yolo County Library



Tour Request Form

Tour Type (check one): General Library Tour Library Instruction Tour

Name of Group: _____

Type of Group (if class please specify grade level) : _____

Number in Group: _____

Please list any special accommodations needed: _____

Name of Contact Person: _____

Contact Person's Phone: _____ Cell Phone: _____

Contact Person's Email: _____

Street Address: _____ City: _____

1st Option Date and Time: _____ 2nd Option Date and Time: _____

- Tours are available during library business hours only. Please check our website: www.yolocountylibrary.org or call (916) 375-6465 for hours.
- Please allow at least one hour for your tour. For the Library Instruction tour, please provide a copy of your assignment requirements 1 week prior to the tour date and allow 1 to 1.5 hours for the tour.
- For tours with more than 15 people, please divide participants into groups of 15 prior to the beginning of your tour.
- A staff member or group leader must be present while the tour is conducted.
- All tours begin promptly as scheduled. Please check in at the Information Desk.
- If you are unable to come for your scheduled tour, please contact the Library Information Desk at (916) 375-6465 option 3 or send an email to: WestSacLibrary@yolocounty.org.
- The Library reserves the option of rescheduling, if necessary.

- Parking in the library lot is limited to 45 minutes. Please see the Information Desk to obtain a parking pass for up to 2 hours if necessary and be aware posted time limits.
- In order to save time, if the tour group consists of adults over the age of 18 years old who would like to obtain library cards, please have them fill out the attached application. Return the packet of applications to the Library at least one week before the tour date. Individuals will need to bring a picture ID and proof of address to pick up the card.