



# Pasquotank County Library

Your source for Information, Education and Entertainment

Kim Perry  
County Librarian

Julian Sawyer  
Branch Manager

## LIBRARY TOUR REQUEST FORM

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternative contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested date of program: \_\_\_\_\_ Requested time: \_\_\_\_\_

Number attending: \_\_\_\_\_ Age(s): \_\_\_\_\_

Type of Visit: (Please check the appropriate boxes)

<input type="checkbox"/> Children's Section
<input type="checkbox"/> Teen Section
<input type="checkbox"/> Genealogy Room
<input type="checkbox"/> Digital Collections
<input type="checkbox"/> Entire Library Tour

Are there any other special requests for the visit and/or do any of the individuals have special needs that we can work to accommodate?

Will the group need library card applications? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will the group be checking out library materials? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

**Two weeks is preferred and one week is required when making a tour request.**

Tour/Visit Confirmed by Staff: \_\_\_\_\_ Date: \_\_\_\_\_

For more in-house programming information, contact lisha Hill at (252) 335-2473. You may also drop off the completed form at the library or email it to [ihill@earlibrary.org](mailto:ihill@earlibrary.org).