



Class Visits and Library Cards for School Groups

Mississauga Library System invites you and your class group to the library for a workshop, a tour, a story program or group study period. Programming information is available on the library website, the Mississauga Library System e-newsletter and in LINK magazine.

For information and to schedule a visit, please email:

LibraryWorkshops.Tours@mississauga.ca

It is requested that you book your class group visits and request the advance preparation of library cards service two weeks prior to your visit.

Preparing for your visit requires preparation time to ensure that our staff are ready to receive your group. To ensure that library cards are ready for your class on the day of your visit, please follow these instructions.

A. At least two weeks prior to your visit:

1. Schedule your program visit:

email: LibraryWorkshops.Tours@mississauga.ca

Or telephone your local library branch, or at Central Library call:

Children's Services at 905 615-3200 ext.

Secondary Schools 905 615-3200 ext. 3668

2. Get library card registration forms:

Download and print [library card registration forms](#) or visit your nearest library branch to pick up copies.

3. Complete applications forms together with your students:

Please confirm correct name and address from school records. The library is relying on correct information provided by the teacher/school to create the customer record.

B. At least one week before your visit:

1. **Return completed application forms.** Please attach the cover slip so that we can keep your groups cards together with the pertinent school group identification information.



2. Let us take care of any card related problems ahead of time. If registration forms are incomplete or illegible, we will try to contact you so the forms can be corrected and processed before the visit.

A LIBRARY CARD WILL NOT BE ISSUED IF A STUDENT ALREADY HAS A LIBRARY CARD.
IF A REGISTRATION CANNOT BE PROCESSED IT WILL BE RETURNED WITH A NOTE OF EXPLANATION.

A. The day of your visit:

- 1. Checklist:**
- Schedule your visit?
 - Organize library card applications?
 - Explain applications to your students?
 - Return completed applications at least one week prior?
 - Pick up library cards from your library staff host?
 - Bring student assignment, if applicable?

Cover Slip for Library Card Registration Forms

Teacher Name: _____ **School Name:** _____

Contact # or email: _____

Date of School visit: _____ **AM or PM**

Number of Students in Class Group: _____

Number of Cards Requested/Registrations: _____

Number of Problem Registrations: _____

Number of Cards Issued: _____

Please submit class groups separately. Thank you. See you at the library!