

Class Visits Checklist

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.

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 is 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, schedule your program visit:

1) Telephone 905 615-3500 ext. 3544

2) Arrange bussing for class visit to the Library:

Friends of the Library support free bussing for class visits from publicly funded or not-for-profit schools visiting the Library. Once Library staff have confirmed the date(s) of the visit, the school calls First Student Canada – Peel Central Services at their generic booking office number, 1-866-652-4352.

A charter booking clerk will answer and teachers should book with this person. The teacher must say they are booking a bus trip to their local branch library under the Friends of the Mississauga Library System using Customer Number 309266.

3) Get library card registration forms:

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

4) Complete application 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 group's 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.

Please Note:

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.

Cover Slip for Library Card Registration Forms:

Teacher Name: _____ School Name: _____

Contact # or email: _____

Date and Time of School Visit: _____

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!