

Rio Rancho Public Libraries

Planning Your School Visit to the Loma Colorado Library

We welcome school visits! Please remember the following guidelines when planning your school tour.

1. School tours must be scheduled at least two weeks in advance. You can reach the Youth Services department at 505-891-5013, ext. 3032.
2. The school group size cannot exceed forty students.
3. Group student-to-adult ratios must be as follows and are responsibility of the school:

Preschool—6 students per adult

Elementary—10 students per adult

Middle and High School—12 students per adult

4. Because of our regular program schedule, Loma Colorado is only able to host tours during the following times:

Thursday 12 – 2 pm

Friday 10 am – 3 pm

5. If library cards are needed by students the day of the tour, please use the following instructions:
 - a. Request that a staff member provide a copy of the School Field Trip Library Card Application form.
 - b. Make copies of the School Field Trip Library Card Application form and distribute to your class. Applications must be filled out completely and in ink.
 - c. The class applications must be dropped off at the circulation desk at least two weeks prior to class visit. Late applications will not be processed in time for the class visit.
 - d. Please return applications in an envelope with the following information: teacher's name and phone number, school name and date/time of field trip.
 - e. Students who already have library cards can bring their cards with them and do not need a new card for the class visit. If a student has lost his/her card, please note on application and a replacement card will be ready on the day of the visit.