Guide lines *Guided Tours in the Chester Beatty Library 2010*

1. Guided tours are **booked in writing** – bookings are not taken over the phone.

2. The Chester Beatty Library requires ***three weeks*** advance notification to book guides as they are volunteers.

3. Guided tours are limited to **15 maximum people per tour**, *e.g. school groups of 30 can be split into two groups of 15.*

Public tours are available on Wednesdays & Sundays. These are specifically for the general public. It is advisable to book a private tour for groups more than 5.

4. **Primary, post-primary schools** groups are ***free***. **Adult groups €3.00** per head. **There is a discount for OAPs, adult education and third level groups of €2.00** per head**. Evening/Private events €5.00 per head.** *Private tours with Library Curators fee €150 (depending on availability), talks with Head of Education €150 made payable to CBL.*

5. *Payment for tours can be made through our gift shop however please notify Education, prior to your arrival if you would like to be issued a receipt. Contact details Jenny Siung at jsiung@cbl.ie tel: 4070775 or Justyna Chmielewska, Volunteer Coordinator jchmielewska@cbl.ie tel: 4070772*

6. Groups must be supervised in the Chester Beatty Library and Dublin Castle grounds ***at all times. This is to comply with our Child Protection Policy.***

7. The Library offers tours under the following themes – please choose **one** for your tour:

Christian Sacred Books	**Sacred Books: Buddhism**
Calligraphy and the Holy Qur'an	**General tour**
Islamic Illustration and Illumination	**Chinese and Japanese Painting**
Decorative Arts of East Asia	**Chester Beatty Biblical Papyri**
Islamic Faith	

9. Tours last approximately 1 hour from the scheduled booked time of the tour. ***Please be punctual as guides are booked for a 1 hour duration.***

10. On your arrival to the Library, please announce your group at the reception desk. Your guide will meet you there to commence the tour.

11. **Special note for schools**: the Library does not provide space for eating lunches. There is a café within the museum for the general public.

Please note: if you wish to cancel a tour, please contact the Library. A fee of €30.00 will be charged for failure to give 24 hours advance notice of cancellations. To cancel please contact the Library by phone.

- For further details, please contact the Education Services, Chester Beatty Library, Dublin Castle, Dublin 2. **Tel:** 01 40 70 750, fax: 40 70 760, **email:** educationservices@cbl.ie, **website**: www.cbl.ie