



The Archives and Information Services division offers tours of the Texas State Library and Archives Commission (TSLAC) for audiences of all ages. Tours are offered at no charge. A standard tour of the Lorenzo de Zavala Archives and Library Building encompasses a general overview of TSLAC and its functions with visits to the public services areas. Tours take approximately 45 minutes to one hour. There is light to moderate walking involved. Elevators are available for those who need it.

Tour Scheduling Procedures

To schedule a tour, complete the tour request form at least two weeks in advance of the date you would like to visit.

The following information will be needed to complete the form:

- Group name, if applicable
- Name of contact, email address, and phone number
- Number of participants for the tour (approximate is fine)
- Date and time of tour – with additional alternate dates
- Please use the comment section to indicate any special needs the group may have

Following the receipt of the above information, the Education and Outreach Coordinator will call and/or email to confirm the scheduled date. One week prior to the tour, the Coordinator will provide information about TSLAC policies and procedures as well as request the final count of participants and names. Names are needed to create a special sign in sheet to expedite the sign-in process for large groups.

Tour Cancellation

Scheduled tours are considered a firm commitment. In the event of a cancellation, please contact the Education/Outreach Coordinator or the Reference Desk at ref@tsl.texas.gov. As a courtesy, cancellations should be at least 24 hours in advance.