

Scheduling Information Literacy Instruction

- Only the instructor-of-record may schedule librarian-led information literacy instruction. The instructor/professor must accompany and remain with his/her class – no subs; no SI's.
- A [Request for Information Literacy Instruction](#) may be sent to: Gail MacKay at the Library. Instruction may also be requested via e-mail at: gmackay@iuk.edu. Tentative arrangements may be made by phone at **X 249**, or from off campus at (765) 455-9249. Please schedule at least ten (**10**) business days prior to the actual class time.
- Please allow three (**3**) business days for a response. Wait for a confirmation from the Library before announcing the date in class, on a syllabus, via Oncourse, etc.
- Instructors will be asked for a written copy of the student assignment; no instruction will be scheduled without a written description of the assignment. Instructors will also be asked the date and time of the class meeting; and the number of students expected to attend.
- Please avoid the temptation to multi-task (grade papers, meet with individual students, hand back folders, etc.) during the librarian's presentation. Students need to be focused on the task at hand. Several of the library modules have a hands-on component that requires the assistance of the instructor.
- Information literacy instruction is most effective when it immediately precedes or coincides with a class assignment.
- No information literacy instruction will be scheduled on the last day of class immediately preceding (nor on the first day back following) holiday-break periods.
- The Library traditionally regards the last week of classes and the periods of midterms and final exams as a quiet study period for students. Every attempt is made to maintain the Library as a space conducive to preparation for the end of semester papers and examinations. No information literacy instruction will be scheduled during these periods.

Reserving Library Work Space

Instructors may schedule class groups to come in during their regular class meeting time to work in the Library. We cannot guarantee a specific area's availability.

Call Ahead!

- To schedule your class to work in the Library, contact Gail MacKay at: gmackay@iuk.edu
- Surprise the class, not the Library. We are staffed for our average daily usage. When we anticipate guests, we schedule accordingly. All class groups are to be scheduled with the Library. We will know if other groups are already planning to be

in the Library. While the building itself is large, there are a limited number of available resources. Two classes along with the regular number of Library users can fill all the computer space. Additionally, please keep in mind that 24 students cannot use a single book, periodical, or government publication simultaneously. Nor will these students all fit in the same aisle together. Things non-digital sometimes work better asynchronously. Calling ahead can prevent disappointment.

- Several of the Library's databases have a limited number of "concurrent users" permitted by our contractual agreements with the vendors. Some of these agreements are system-wide and some are campus-specific. The Library can request "overrides" on these limits on occasion; minimally we can alert instructors to any potential problems with a specific database. Again, call ahead!

General Policies for *Information Literacy Classroom Use*

- As the Library's only classroom space, the first priority for use is information literacy instruction led by a librarian. The information literacy librarian may also schedule the classrooms for other Library uses.
- *Information Literacy Classroom 1* (Room #144) is a library instruction teaching area. This room has seating and table space for 24 students as well as 14 student computer workstations, an instructor workstation, a document camera, and a digital projector.
- *Information Literacy Classroom 2* (Room #148) is a library instruction teaching area. This room has 24 student computer workstations, an instructor workstation, a document camera, and a digital projector.
- Wireless access is available in both rooms.
- When not in use by the Library, the Information Literacy Classrooms will function as open computer labs for student use.
 - *Information Literacy Classroom #1* (Room #144) is an individual and small group study area where low conversational levels are permitted.
 - *Information Literacy Classroom #2* (Room #148) is a "Quiet Study" area where there is no conversation permitted.
- No cell phone conversation is permitted in either classroom. Set cell phones to "Off" or to "Vibrate" when in the Library.
- **No food or drink is permitted in either *Information Literacy Classroom*.**