

Procedures for Visiting Groups

1. **Requesting a Library Visit:**

IU Kokomo requires a minimum of two weeks written notice for groups coming to tour or use the Library. A form for requesting library visits, tours and instruction is included in this packet. This form may be duplicated if needed. Dates may be tentatively reserved via e-mail or over the telephone by contacting:

Gail MacKay, Information Literacy Librarian
(765) 455-9249
gmackay@iuk.edu

2. **Information Literacy Instruction:**

Group instruction for IUCAT, our online catalog, and an online periodical index is available on request.

3. **Student/Adult Ratio:**

The Library is available for public use and welcomes the use of its facilities by outside groups; however the Library only employs staff for its daily average number of students/patrons. All visiting groups are asked to bring a minimum of one adult for every 15 students (or fraction thereof) in grades 9 - 12. Grades eight and lower are asked to provide one adult for every 8 students. These adults should be able to assist the students with their research needs. (Instruction for these adults is available in advance of the group's visit on request.)

4. **Library Cards:**

A form for Indiana University Library Cards is also included in the packet. This form should be duplicated by the requesting teacher as needed. (Teachers: Please hand out the Library's *Fine Schedule* and *Circulation Policies* to all students who request library cards; do not photocopy the *Fine Schedule/Circulation Policies* onto the back of the Card Application form.)

Both parent and student signatures are required for cards to be prepared in advance of the class visit.

Indiana University requires that the date of birth be filled in for the cards to be issued.

The forms must be returned to the library at least 72 hours in advance of the group's visit to allow entry into the Indiana University computer system.

5. **Parking:**

Parking for school buses is available in the lot east of the Observatory. Students may be picked up/dropped off at either the east or the west side of the library building.

If you need one day parking permits for private vehicles, please let the Library know when you schedule your visit.

6. **Lunch:**

Lunch in the Kelley Student Center is an option for visiting groups. Please let the Library know if groups will be having lunch. The Library will schedule the group with the cafeteria and be able to provide the least busy time periods for the group to have lunch.

7. **Computer Accounts:**

The Library will arrange for *Guest Accounts* for your students. These accounts will only work while your students are here on their campus visit.

Note: Indiana University computers have no filtering software installed. Your students are expected to abide by their usual and customary school policies while on the Internet at IU Kokomo. (They are also expected to abide by the Indiana University Kokomo *Computer Use Policy*.)

8. **Student Conduct:**

Prior to visiting, the teacher/school librarian/group supervisor should review the Library's general policies and incorporate those items (noise, cell phones, food, drink, etc.) that might affect their group into a general set of announcements regarding conduct.