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:

   **Information Literacy Librarian**  
   (765) 455-9249  
   yh4@iuk.edu

2. **Information Literacy Instruction:**

   Group instruction for *IUCAT*, our online catalog, and online databases is available on request. Instruction is geared to the particular group’s assignment or research needs.

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/users. All visiting groups are asked to bring a minimum of one adult for every 15 students (or fraction thereof) in grades 9 - 12. Grades 8 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 upon 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* and *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 card to be issued.

   **The forms must be returned to the library at least 72 hours in advance of the group’s visit in order to ensure student entries 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 staff know this when you schedule your visit. A parking permit will be made available to print prior to 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. If desired, the Library will schedule the group with food service.

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

   **Note:** Filtering software is not installed on Indiana University computers. 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 Appropriate Use of Information Technology Resources* 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.

This information is also available on the Library Web page – *Procedures for Visiting Groups.*

[http://www.iuk.edu/academics/library/services/information_literacy/visiting_groups.shtml](http://www.iuk.edu/academics/library/services/information_literacy/visiting_groups.shtml)