Guideline 257 - High School Group Instruction Guidelines

Mission
Library Instruction at UMBC is provided by the reference staff of the Albin O. Kuhn Library & Gallery. Our mission is to teach students how to:

1. determine the nature and extent of the information needed,
2. access needed information effectively and efficiently,
3. evaluate information and its sources critically and incorporate selected information into his or her knowledge base and value system,
4. use information effectively to accomplish a specific purpose; and
5. understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

The Reference Department at the Albin O. Kuhn Library & Gallery's primary mission is to serve the students, faculty, and staff at UMBC. In addition, our library has a long history of working with area high schools and makes every effort to provide instruction services for students in need of using our resources who meet the following requirements:

Expectations
• It is expected that teachers will first work with their school's library media specialist in an effort to prepare their students for the visit and guide them through the introductory steps of the research process. Teachers are encouraged to exhaust the resources available at their high school and local public libraries before arranging a visit to the UMBC Library.
• Arrangements are to be made at least two weeks in advance of the date of the visit.
• To cause the least disruption to UMBC students, visits should take place on a Friday (during certain months, see below under "Requirements").
• There should be one teacher/adult for every 15 students. Teachers are responsible for their students' conduct in the library and if it is disruptive, the group may be asked to leave.

Requirements
• Formal library instruction sessions given at the Library may be arranged for students enrolled only in grades 11 and 12, and 10th grade students in gifted/talented/AP/honors classes.
• Earlier grades may arrange to have a brief tour of the Library.
• Instruction sessions for high schools will not be provided during September and October and February and March due to high volume of classes required by UMBC during those months.
• Instruction sessions or tours will not be provided on the weekends at any time of the year.
• To guarantee a positive learning experience for your students, we request that groups be no larger than 30.
• Instruction sessions can be for up to two hours maximum, one hour is recommended.
• Instruction sessions should be scheduled for the purpose of working on a specific class assignment and discussed with the UMBC librarian handling the visit.

Submitting a Request for a Visit
• Requests for visits (instruction or tours) should be submitted through the online requests form.
• For library instruction requests, please include a detailed description of the class assignment and the topics your students will need help researching.

Borrowing Privileges for High School Students
• High school teachers may arrange for their students to have borrowing privileges by placing by email (circlib@lists.umbc.edu) or by phone (410.455.2354) to the Circulation Department.
• For group visits, the Circulation department must receive registration forms, signed by both the student and parent, 8 working days prior to the visit.
• In addition, there is a $2.00 charge for each library card issued. The total amount for the cost of the cards should be remitted with the Registration forms on ONE CHECK, made payable to UMBC.
• See the full guideline for more information.


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