

**High School Instruction
Indiana University Kokomo Library
2004-2007**

Note: List of High School classes who have come to the Library for instruction and to use the facilities. The information below includes date, school, class, H.S. instructors/librarian, and the number of students who attended that particular date.

2004 – 11 groups

Mar 17	North Miami High School	English	Teresa Knotts/Anne Hunter	#40
March 22	Taylor High School	English	Pat Boardman/Judy Killingbeck	#20
March 24	North Miami High School	English	Teresa Knotts/Anne Hunter	#40
April 19	Eastern High School	English	Tanya Busailah	#20
April 21	Taylor High School	English	Beverly Pugh/July Killingbeck	#18
April 27	Peru High School	English	Tim Connor/Jim Brandon	#15
April 28	Rochester High School	English	Maria Kelsay/Jody Newton	#36
April 30	Rochester High School	English	Maria Kelsay/Jody Newton	#30
Oct 14	Taylor High School	English	Pat Boardman/July Killingbeck	#18
Oct 19	Taylor High School	English	Pat Boardman/Judy Killingbeck	#22
Nov 23	Peru High School	English	Tim Connor	#18

2005 – 7 groups

March 1	Taylor High School	English	Pat Boardman/July Killingbeck	#25
March 2	Taylor High School	English	Pat Boardman/July Killingbeck	#12
March 9	North Miami High School	English	Teresa Knotts/Anne Hunter	#51
Mar 29	North Miami High School	English	Teresa Knotts/Anne Hunter	#39
Apr 19	Rochester High School	English	Maria Kelsay/Jody Newton	#25
April 20	Rochester High School	English	Maria Kelsay/Jody Newton	#25
Nov 29	Peru High School	English	Tim Connor	#17

2006 – 6 groups

Feb 23	Taylor High School	English	Pat Boardman/Judy Killingbeck	#22
Feb 27	North Miami High School	English	Denise Gornto/Anne Hunter	#41
Feb 28	North Miami High School	English	Denise Gornto/Anne Hunter	#44
March 10	Logansport High School	English	Debra Rivard/Kim Steele	#28
April 21	Rochester High School	English	Maria Kelsay/Jody Newton	#32
Oct 10	Taylor High School	English	Amy Cox/Judy Killingbeck	#39

2007 – 10 groups

March 1	North Miami High School	English	Denise Gornto/Anne Hunter	#40
March 2	North Miami High School	English	Denise Gornto/Anne Hunter	#46
April 11	Taylor High School	English	Amy Cox	#24
April 18	Taylor High School	English	C. Garrabrant/Judy Killingbeck	#16
April 19	Rochester High School	English	Maria Kelsay/Jody Newton	#28
April 20	Logansport High School	English	Julia Hunt/Kim Steele	#35
May 15	Peru High School	English	Cathy Costello	#15
October 5	North Miami High School	English	Denise Gornto/Anne Hunter	#45
Nov. 8	Taylor High School	English	Amy Cox	#6
Nov. 20	Rochester High School	English	Maria Kelsay/Jody Newton	#35

Information Literacy Librarian scheduled all instruction. See instruction procedures for visiting groups - <http://www.iuk.edu/~kolibry/LibServices/VisitingGroups.shtml>. In reviewing this information the following arrangements are made by the Librarian.

- Arrangements were made with Computing Services for the creation of guest accounts for all high school visits. Retrieving these passwords and user ID's from Computing Services offices. Instructed the teachers and/or IU Kokomo librarians in the procedure of assigning students the accounts. Sent all of these forms with student names/id's back to Computing Services after the visit.
- Made reservations with the IU Kokomo cafeteria staff if the group was eating on campus.
- Consulted with the Parking Office for each group.
- Faxed or e-mailed required forms (or links to the forms) for library cards to high school teachers or librarians and was responsible for seeing that all returned forms were delivered to the Circulation Assistant for the creation of the library cards. Followed up on any problems with the card applications.
- Contact for lost and overdue items from all of these groups.

For groups that the Information Literacy Librarian did not work with she conferred with the assigned librarian about the expectations and class assignment.

Instruction for all classes included a brief orientation from the front of the Library and using the classroom instructor's station demonstrated several of the Library databases as appropriate for each class.

DBever 10-23-2008/revised 11-10-2008