



## K – 12 SCHOOL VISIT GUIDELINES

### IMPORTANT NOTICE:

UALR Library provides unfiltered access to the Internet.

### PLANNING YOUR VISIT:

- Schedule your visit at least seven days in advance. Contact Reference Services at (501) 569-8806.
- Plan your work session to cover half a day.
- Limit the number of students to 25-30 per visit.
- Call the Library's Archives & Special Collections to make arrangements to access their materials. (501) 569-8820.
- Contact UALR Public Safety at (501) 569-3408 for drop off and parking information.
- Contact Reference Services at 569-8806 to cancel or reschedule.

### INFORMATION FOR CLASSROOM TEACHERS:

- Please email or fax (501-569-3017) assignments or topics being researched to the Instruction Coordinator or the Head of Reference before your visit.
- The Library's online address is <http://library.ualr.edu>. Students may use this URL to search the Online Catalog and research guides.
- Check with your school librarian to learn which electronic databases are available on your campus through the Arkansas State Library's Traveler Project.
- Articles and citations may be e-mailed or saved to a flash drive at no cost.
- Copiers are available on the 1<sup>st</sup> and 3<sup>rd</sup> floors of the library. Copy cards may be purchased at the Circulation Desk.
- If your students wish to return later to access electronic databases or borrow materials, they must set up accounts. Ask for assistance at the Circulation desk.

The Library has an Unattended Child Policy which will affect any users under the age of 16. The Library adheres to the Campus Computer Policy.

**SAFETY & BEHAVIOR:**

Adult supervision is required for each group. We request a minimum of two teachers/leaders per group and one additional adult for every 5-8 students.

Group members are expected to comply with Library and University policies.

- Quiet areas include areas of the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors.
- Restrooms are located in the northeast corner of 1<sup>st</sup> floor and on the south end of 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors.
- Cell phones should be set to vibrate.
- Backpacks, purses, and other bags may be inspected if an exit alarm sounds.
- Library materials should be left on tables for reshelving.
- Covered beverages are permitted.
- Show consideration for other library users.
- Observe other posted policies.