

Tips and reminders for planning your librarian/teacher collaboration

- ☐ **Think socially.** Reach out to churches and service organizations.
- ☐ **Feed 'em!** When going to meet teachers, don't arrive empty-handed.
- ☐ **Plan!** Have your proposal ready. Map to standards when applicable.
- ☐ **Make it easy.** Minimize the teachers' role. They have enough to do.
- ☐ **Make it clear.** State clear **expectations** for *all* participants.
- ☐ **Be firm but fair.** State clear **rules** for *all* participants.
- ☐ **Show up.** A personal visit is much more effective than an email.
- ☐ **Show off!** Make an exhibit of student work part of the program.
- ☐ **Feed 'em again!** A showcase without food is a bore!
- ☐ **Give 'em a ride.** Transportation is essential. Can families get from where they are to where you are?
- ☐ **Keep it going!** What about the future? Don't start something you can't sustain.
- ☐ **BE FLEXIBLE.** Schedules change. Be prepared to go with the flow, or you'll go crazy.

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A College/K-12 Collaboration Checklist

georgia conference 2015

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Questions?
Comments?
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University Librarians in the
K-12 Classroom

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