

### Policy on Library Instruction

1. Library faculty provides formal instruction in the following skills required for a greater level of undergraduate information literacy:
  - use of the library,
  - use of library resources,
  - use of other available information resources,
  - strategic approaches to research
  - specific skills for research and use of information resources.
  
2. Instruction is provided in the following ways:
  - **Instructional “module” sessions** on general topics
    1. These sessions are scheduled by the Coordinator of Information Literacy Outreach at the beginning of each semester.
    2. Instructors may chose to require students to complete any or all of the modules as part of a course.
      - a. This requirement should be stated in the course syllabus of the assigning instructor
      - b. Instructors should make reference librarians aware of this requirement, so that any clarification of expectations can be made early in the semester in which the course is offered.
  
  - **Point-of-use instruction** to individual students requesting help or reinforcement in using library resources or research skills.
    1. Librarians are available for assistance to students at any time the library is open for
      - a. One-on-one assistance
      - b. Limited telephone assistance
      - c. E-mail queries
        - E-mailers who require substantial assistance will be asked to telephone the reference desk or come to the library for assistance.
    2. When assisting individual students, librarians will refer to a copy of the instructor’s assignment or syllabus in addressing specific questions regarding information resources
      - a. if the instructor does not provide the library with a copy of the assignment or syllabus, the librarian will refer to the student’s copy.
      - b. if a copy of the assignment is unavailable, the librarian will advise students to consult with the professor for clarification
      - c. a copy of the assignment or syllabus will be requested for future use in assisting students.

- **Course-related library instruction** (Formal instruction sessions on specific resources or research skills.)
  1. An instructional session is scheduled at the request of an instructor.
  2. Instructors are urged to require students to attend instruction modules so that class sessions can be used to support more specific resources and skills.
  3. Reference librarians will maintain a schedule of all instructional sessions.
  4. Prior to the initial session, instructors need to spend 30-60 minutes with the librarian who will be providing the library instruction to ensure that sessions are tailored to make the most effective use of class time.
  5. An assignment should accompany the session, or the session should prepare for a specific assignment.
  6. These sessions need to be scheduled with as much advance notice as possible, especially when demand is greatest.
    - a. The initial session should be scheduled about 15 days in advance of the desired session so that the instructor's objectives and library services and resources can be brought together efficiently and effectively.
    - b. Subsequent sessions for the same course should be scheduled 7 days in advance of the desired session.
    - c. The library will make every reasonable attempt will be made to accommodate instructors.
    - d. Instructors need to be present for whole-class instruction to
      - 1) provide definitive answers to questions specific to content or assignment requirements.
      - 2) assist the librarian with students needing redirection or individual assistance.
      - 3) reinforce that the session is integral to the course.
      - 4) keep abreast of what their students are learning.

Approved by Library Faculty: 8/21/03