

Library Instruction Request

Guidelines for Faculty and Instructors

The Library's Role

To support learning and promote information literacy through instruction in the location, evaluation and effective use of information.

The Library can provide you and your students with:

- Library orientations providing an overview of Library resources and services.
- Specialized Library instruction geared to the specific requirements of your students.

Library instruction is most relevant and student learning increases when students are working on a course assignment (essay, research paper, etc.) and there is a “need to know”. The Library staff would be pleased to meet with you to discuss your assignment and what Library resources are available to support the assignment. The Library strongly discourages scavenger hunts.

Scheduling Library Instruction

Please make your request for Library instruction as early in the semester as possible in order to reserve your preferred dates. We will do our best to accommodate all requests, however, the schedule fills up quickly.

Important: The Library Staff spends considerable time preparing for your class. Please submit your request - with any relevant course assignments - at least **1 week** in advance.

Faculty/Instructor's Role

- Complete one “Request for Library Instruction” form for each section, unless content will be identical.
- Prior to Library session, provide the students and the Library with assignment(s).
- Faculty must be present during every Library session

Students' Role

- Be on time for scheduled Library classes.
- Read assignment(s) before the Library class.
- Understand the expectations of assignment(s).
- Have chosen a topic, if applicable.

Contact

Information Desk
info@eclibrary.ca
ext. 4221

Charlotte Innerd
Manager of Reference and Information Services
charloti@nipissingu.ca
ext. 4532