Librarian/Teaching Faculty Instructional Interactions

The Sullivan University Library is pleased to work with the teaching faculty in supporting the education of our students in all aspects of the library and its use. As part of our mission, we provide formal (e.g., via the First Year Experience [FYE 101] library information literacy program) and informal library instruction to users of the various library collections/resources (see library mission statement or http://libguides.sullivan.edu/facultyservices/home). This support can include, but is not limited to:

- Teaching the use of library resources (website, catalog, databases, research guides, etc.)
- Teaching research strategies
- Creating materials (assignments, guides, video tutorials, etc.)

In order to accommodate the greatest number of classes, we have created a menu of options (http://libguides.sullivan.edu/facultyservices/instruction) and some guidelines for those options for faculty to follow when arranging class visits, assistance with assignment creation, and other class-to-library interactions.

For questions or clarifications please contact George Bergstrom (Instructional Librarian) at gbergstrom@sullivan.edu.

Guidelines

Required:

- Please request class visits at least three business days in advance for the best chance of receiving the date/time you prefer. Because of staffing limitations or schedule conflicts, we may not be able to fulfill requests made with less lead time.

- Per Sullivan University policy, all instructors are to be present during a librarian class visit, barring circumstances that are both unforeseen and unavoidable.

Encouraged:

- For the most expedient planning process, please make requests using the new Instruction request form (available from the menu above.)
• Instructors are requested to actively engage with the librarian scheduled to teach their classes. This should include discussions of the assignment that the library is supporting, how that assignment and the library’s visit fits into the syllabus and outcomes for the class, as well as any other details that may be required to assist the librarian in customizing the visit to the class.

• If requesting library assignment creation assistance, the creation of a custom guide, the creation of video tutorials for resources, or other more complex interactions with a class, additional advanced notice is required. For such requests, please consider contacting the library the quarter prior to teaching the class.