

LIBRARY INSTRUCTION POLICY

Purpose

The library provides instruction services for departmental courses in how to access and use library tools services and resources. These services include:

Definition

Reference Desk Instruction

At the Malpass Library Reference Desk on the 2nd floor, students and others can get help navigating the library and its resources, both in the building and online. Research assistance, whether it involves locating online articles, finding books, or citing references, is also available from reference librarians by phone, email, or instant message. The “Ask-A-Librarian” page <http://www.wiu.edu/library/help/> explains how to ask questions using these methods. Reference Desk hours are also linked from this page.

Course based Instruction

Classes receive instruction in using library tools and resources as suggested by the instructor of record in coordination with library faculty. These sessions may be held in the library classroom or in the departmental classroom if desired.

Scope

University Libraries at Western Illinois University provide reference services 7 days a week, including day and evening hours. Course based instruction is offered throughout the semester, teaching resources permitting. Classes typically meet during official class hours.

Policy

Scheduling and Availability

Please consult the library classroom calendars ([2nd Floor Classroom](#) / [3rd Floor Classroom](#)) before choosing a date. To allow librarians ample time to adjust schedules and prepare to teach, we ask that requests for course-related instruction be submitted at least two weeks in advance. Requests for instruction submitted on shorter notice may not be filled.

All requests for instruction are considered on a first-come, first-served basis. Please allow 2 working days for your event to appear on the calendar. An instruction session is officially scheduled when you receive a confirmation, via e-mail, of your request. Reservations and arrangements for classrooms and instruction can be made by completing the online request for instruction at:

<https://www.wiu.edu/library/forms/reference/instruction/request.sphp>

For further information about scheduling library classrooms contact Stephanie Wagner at the Malpass Library Digital Commons (298-2755), or SA-Wagner@wiu.edu.

Restrictions on classroom scheduling and use:

Revised 10-10-12
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Faculty may reserve sessions with a library instructor up to three hours a semester for any particular class section (for example if you teach 3 sections of Eng 180, then you may schedule up to three visits for each class section or 9 total visits). Faculty may reserve a classroom for up to two class sessions **not involving a librarian** per semester per section, providing that **the session requires student-computer interaction**.

Additional arrangements will be evaluated on a case by case basis. An exception to this rule is made regarding for-credit library courses taught by library faculty.

Attendance and Cancellations

The faculty member must be present during the library classroom session. Failure to attend with your class limits the efficiency and effectiveness of library classroom instruction. In addition, failure to attend the session may result in cancellation of the session at the discretion of the library faculty member.

The scheduled library instructor should be notified of cancellations at least 24 hours before the session. Contact your library instructor by phone or email, or Stephanie Wagner at the Malpass Library Digital Commons (298-2755), or SA-Wagner@wiu.edu.

Library instructors and classrooms are limited and in high demand so efforts must be made to free up and use these resources as effectively as possible.

In general, faculty members are expected to follow the policy for absences set forth in the *Official University Policy Manual*, "The Faculty Member as Instructor," (<http://www.wiu.edu/policies/facresp.php>).

"If a faculty member is unable, for whatever reason, to meet his/her teaching obligations, he/she should notify the department chairperson in order that appropriate arrangements be made to enable the student to meet the course requirements. If the faculty member is unable or unwilling to do so, his department or college must assume this responsibility."

Review

This document will be reviewed by the instruction coordinator and staff on an annual basis.