



Library and  
Instruction Services

## Library Instruction Spring 2018

This is a great time to submit requests for **library instruction** (also known as **bibliographic instruction** or a **BI**) for spring classes. The Library's instruction program improves students' ability to make effective use of the library collections, services, and staff, and include instruction in the use of online electronic resources as well as traditional print materials. The library's electronic resources include article databases, e-books, library catalogs, library reference resources, library research and course guides, RefWorks, and other web-based materials.

Instruction sessions are provided Monday through Friday, including weekday evenings. Sessions should be scheduled at least **2 weeks in advance**. The ideal time for an instruction session is 2 to 3 weeks before the related class assignment is due. Faculty should submit their requests using the **online instruction request system**, located at:

<http://csu.libcal.com/booking/libraryinstruction>

Faculty will receive an immediate response **via email** that their request is under review by the library instruction coordinator. Meanwhile, the requested time is reserved on the instruction calendar. Once an instruction request has been approved, **confirmation** will be sent **via email**. Faculty are advised to **wait for** that **confirmation** before notifying their students about the date of an instruction session in the library.

**NOTE:** The Reference Department was among the areas impacted by the recent flood in the library building, including the library instruction lab (**LIB 210**). It remains unavailable for use until further notice. Arrangements have been made to hold library instruction sessions in **LIB 144** whenever possible. However, when 144 is unavailable, it might prove necessary to hold a library instruction session outside of the library building. When submitting a request for instruction, please indicate whether you have access to a **SMART classroom** or a **department computer lab** in the **Note field** on the online instruction request form.

Questions regarding library instruction or the online request system should be directed to the Reference Department, located on the second floor of the library. The department can be reached by phone at [773-995-2235](tel:773-995-2235). Please direct email related to library instruction to:

[instructionrequest@csu.edu](mailto:instructionrequest@csu.edu)

The Reference faculty look forward to opportunities to collaborate with teaching faculty throughout the university.



Information  
Literacy