



Library Instruction Spring 2019

The online **library instruction request system** has been set up to accept requests for the spring semester. There's no time like the present to begin submitting requests for library instruction (also known as **bibliographic instruction** or a **BI**) for spring classes. The library instruction program at Gwendolyn Brooks Library improves students' ability to make effective use of the library collections, services, and staff, and includes 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 **1 week 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, Prof. Rosalind Fielder. Meanwhile, the requested time is reserved on the instruction calendar. Once an instruction request has been approved, **confirmation** will be sent **via email**. Course instructors are advised to **wait for** that **confirmation** before notifying their students about the date of an instruction session in the library.

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**. Please direct email related to library instruction to:

instructionrequest@csu.edu

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