

Online Library Instruction Request System is Now Available for Spring 2017

This is a great time to begin submitting requests for **library instruction** (also known as **bibliographic instruction** or **BI**) for your 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 (e.g., article databases, library catalogs, library reference resources, library research and course guides, RefWorks, etc.) as well as traditional print 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.

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

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