



Library and  
Instruction Services

## Online Library Instruction Request System is Now Available for Summer 2017

The library's online system for submitting requests for **library instruction** (also known as **bibliographic instruction** or a **BI**) is now available for **summer** 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.

During the summer, instruction sessions are provided Monday through Friday, including weekday evenings up to 7pm. A session scheduled to end after 5pm must be held **outside** of the library building, which closes at 5pm. The course instructor is responsible for making arrangements for a SMART classroom if the assigned classroom for the course lacks that technology. Requests for library instruction **during the summer term** should be scheduled at least **1 week in advance**. 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. 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