

Instructional Library Session Checklist

To schedule an in-class instructional library session or a session in the library classroom, please contact your division liaison.

All STW classes should be scheduled through Kelly Addleman at addleman@setonhill.edu or (724)830-1174.

Library sessions must be scheduled at least **two weeks** in advance so that we can work with faculty to develop an effective presentation, handout and evaluation plan. The beginning of each semester is a very busy time for the library instruction program. Therefore, we would appreciate it if you would provide a preferred and an alternate date.

Please be prepared to share the following information with us:

- A copy of your project or assignment including due date and any special requirements
- A copy of the course syllabus
- Information Literacy skill suggestions such as:
 - *Basic research methods-100/200 level*
 - *Advanced research methods-300/400 level*
- Library resource preference-if applicable
 - *Specific databases*
 - *Specific print collections*
 - *Journals*
- Number of students in the class
 - *Room availability and set-up*
 - *Handouts*

The presence and involvement of faculty in the planning and teaching of a library session is critical for success. Students are more engaged when the instructor participates in the session.