Scheduling Instruction

SBU faculty and teachers from local high schools may schedule instruction for classes Monday-Friday by contacting the personal librarian affiliated with the academic college/subject taught. Library faculty will make every effort to accommodate instruction requests, but please keep in mind the following policies:

• **Schedule Ahead** – Please contact the personal librarian affiliated with the respective college at least two weeks in advance, which will enable him/her to prepare content or secure another librarian to teach that session. This may be done via e-mail or by submitting an electronic request.

To submit an electronic request:
1. Go to the Library website: library.sbuniv.edu
2. Mouse Over Services
3. Select Scheduling a Session in the Instruction menu
4. Complete the Library Instruction Request form
5. Click Submit

• **Attend Library Sessions** – In requesting instruction for individual classes, the presence of the faculty member is required. Absence indicates to students that the session is not highly valued, which often leads students to disconnect immediately from the instruction session.

• **Consider Learning Outcomes** – If this is the first time that instruction is being requested for this specific course, please consider two-three skill sets that students will need to complete the research assignment. Provide this information to the personal librarian.

• **Offer Point-Of-Need Instruction** – If possible, schedule the session no more than 4 weeks from the research assignment’s due date, as students tend to seek information at the point-of-need. Instruction provided at students’ point-of-need is crucial, which is why instruction sessions should only be requested if they will help support the needs of a particular research assignment. Generic library orientations are typically dismissed by students because they do not see an immediate need for the information.

• **Request a Computer Lab** – Information competency sessions may be hosted where classes are typically held. If visiting the library with a class is preferred, there are two computer labs housed within the Harriett K. Hutchens and Mercy College of Nursing & Health Sciences libraries. Although these labs are maintained by IT, faculty wishing to utilize a lab for their own instruction purposes or for a library instruction session may contact Gloria Henry at the Bolivar campus or Jennifer Brady at the Springfield campus to determine computer lab availability.