Brennan Library instruction policy
(updated October 2016)

Purpose:
At the Brennan Library, we believe in the importance of creating a space for students to explore and develop information literacy skills. An information literate student is a lifelong learner, able to evaluate and use information ethically and effectively. We believe it is necessary to foster these skills to be a successful professional in today’s world.

Information literacy:
Information literacy is the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information, in creating new knowledge and participating ethically in communities of learning.

Types of instruction available
- Group instruction in teaching lab
- Drop-in individual instruction at reference desk
- Individual or group appointments for in depth instruction
- E-mail reference

Faculty guidelines for requesting instruction:

When to schedule:
- **How far in advance:** In order to allow us time to fully prepare, please try to schedule the class at least three business days before the date you would like to bring your class. Certain times in the semester are particularly busy; therefore, it is a good idea to have more than one date in mind.
- **When during the semester?** Scheduling the library instruction in conjunction with a research assignment will provide context for students and is critical for student motivation and learning.

**Location:** Library instruction classes take place in the Hayes Lab (upstairs in the Library) when available. Library staff will schedule these rooms on behalf of the course instructor.

Faculty Involvement:
- **Course Professor Presence:** In order to provide the most effective library instruction, we highly recommend the course instructor be present with their class. This emphasizes the importance and
value of the research process to students and enables students to ask questions not only about the research process but also about their assignment.

- **Course Professor / Librarian Consultation:** To ensure that the library instruction meets the needs of the class, the course professor should provide relevant course material such as the syllabus, course assignment and student topics to the librarian as well as communicate their desired student learning outcomes.