

Policy for Library Instruction

Reference Desk Instruction

Patrons can get help at the library Reference Desk on the 2nd floor to find books, locate online journals and articles, or order Interlibrary Loan materials from another source. Reference librarians can also answer questions by phone through email, or instant message. The “Ask-A-Librarian” page (<http://www.wiu.edu/library/help/>) shows how to reach reference librarians using telephone, e-mail, and instant messaging. Reference Desk hours are also posted on this page.

Course based Instruction

Scheduling and Availability

Please consult the library classroom calendars before choosing a date.

2nd floor Calendar

(<https://zimbra5.wiu.edu/home/cs-cordes/2nd%20Floor%20Classroom.html>)

3rd floor Calendar

(<https://zimbra5.wiu.edu/home/cs-cordes/3rd%20Floor%20Classroom.html>)

In order that librarians have ample time to adjust schedules and prepare to teach we ask that requests for course-related instruction be submitted at least two weeks in advance. Requests for instruction submitted on shorter notice of less than two weeks may not be filled.

All requests for instruction are considered on a first come first served basis. Please allow 2 working days for your event to appear on the calendar. Please do not consider an instruction session to be scheduled until you receive a confirmation, via e-mail, of your request. Reservations and arrangements for classrooms and instruction can be made by completing the online request for instruction at:

<https://www.wiu.edu/library/forms/reference/instruction/request.sphp>

For further information about scheduling library classrooms contact Sandra McVey at the Malpass Library Digital Commons (298-2417) or SK-McVey@wiu.edu.

High School Visits

The library also provides visits for area high school students to gain knowledge about using library databases and resources, and check out books for projects. You can schedule a high school visit here: <https://www.wiu.edu/library/forms/access/highschool/request.sphp>

Please read the policy for visits by area high schools to make sure your visit is productive as possible. [http://www.wiu.edu/library/units/admin/policies/Visits by Area High Schools.pdf](http://www.wiu.edu/library/units/admin/policies/Visits%20by%20Area%20High%20Schools.pdf)

Number of library instruction sessions you can schedule

Faculty may reserve sessions with a library instructor up to three hours a semester for any particular class section (for example if you teach 3 sections of Eng 180, then you may schedule up to three visits for each class section or 9 total visits). An exception to this rule is made for library faculty teaching their own course.

Attendance and Cancellations

The faculty member must be present during the library instruction session. Failure to attend with your class limits the efficiency and effectiveness of library instruction.

The scheduled library instructor should be notified of cancellations at least 24 hours before the session. Contact your library instructor by phone or email, or Sandra McVey at the Malpass Library Digital Commons (298-2417) or SK-McVey@wiu.edu if no instructor contact information is available. Library instructors and classrooms are limited and in high demand and all efforts must be made to free up and apply these resources as effectively as possible.

In general, faculty members are expected to follow the policy for absences set forth in the Official University Policy Manual, The Faculty Member as Instructor, (<http://www.wiu.edu/policies/facresp.php>). "If a faculty member is unable, for whatever reason, to meet his/her teaching obligations, he/she should notify the department chairperson in order that appropriate arrangements be made to enable the student to meet the course requirements. If the faculty member is unable or unwilling to do so, his department or college must assume this responsibility."