



**GERALD R. SHERRATT LIBRARY**

**LIBRARY DEPARTMENT POLICIES**

Policy No.: 2.5

Date: 10/30/02

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SUBJECT: Library Instruction

**I. Purpose:** To provide quality information literacy instruction to SUU students.

**II. Guidelines:**

- A. All library instruction must be scheduled in advance by calling the library administration office (865-8172) or by submitting the Request Form located on the library website at <http://www.li.suu.edu/library/instruction.htm>. One week's notice should be allowed for scheduling room and instructor and allow for preparation time. The faculty member requesting the instruction should provide specific guidelines concerning the content and student assignments.
- B. All library instruction sessions will be placed on a master schedule in the administration office.
- C. A librarian must teach all information literacy instruction sessions. The faculty member requesting the instruction should attend the session.
- D. There will be no library instruction conducted during test week.
- E. Instruction to off campus groups (i.e. SUU sponsored organizations, AP classes, adult groups) may be scheduled at the discretion of the library instruction librarian. Off-campus groups must provide proposed assignment/activity in writing prior to library consideration.