

GUIDELINES FOR LIBRARY INSTRUCTION

The Library Faculty of the Community College of Philadelphia is committed to providing library instruction to the students of the college.

1. When scheduling your classes, please be prepared to supply a copy of the **assignment** or your **syllabus**. We will work with you to meet both your goals and ours for each individual session.
2. **The REQUEST FOR LIBRARY INSTRUCTION** form (see reverse side of this sheet) is available at the Library Information Desk, in your department, the Teaching Center and online at: <http://www.ccp.edu/vpacaff/library/LIrequest.htm>
3. **Telephone requests** for library instruction are also accepted. Please call Rosemary McAndrew at ext. 8396.
4. Arrange for instruction **at least 5 days prior** to the desired date of the class. This gives library faculty time to prepare. Plan to spend some time with library faculty discussing your course and assignment goals.
5. We will **confirm** the date and time of each library instruction class with you and the library faculty member who will teach your class.
6. As always, please encourage your students to come to the library and work with the reference librarians **one-on-one** for any of their assignments. We also conduct walk-in classes throughout the semester.

Library Instruction:

- demystifies the library
- builds student confidence
- increases effectiveness of student research
- improves the quality of student work
- introduces students to the tools required for lifelong learning
- **is most effective when students are working on a relevant assignment at the time of the instruction session**