



Bibliographic Instruction & Class Assignments

The LRCs provide a variety of paper and electronic resources. The paper resources vary by location, and the LRCs frequently update the electronic resources. Instructors are encouraged to schedule bibliographic instruction (BI) sessions for their students so they can become familiar with all of the resources related to their classes. Each LRC has a limited number of computers and space constraints, so BI sessions are by appointment only.

Procedures for scheduling a bibliographic instruction session in the LRC are:

- Instructors must fill out a Class Orientation Request Form two weeks in advance and submit it to the LRC Coordinator. The LRC Coordinator must approve all BI session requests.
- Instructors must notify the LRC Coordinator of a cancellation or the need to reschedule the BI session as soon as possible. This will allow the LRC Coordinator to make reservations for other classes.
- Instructors must be present when the bibliographic instruction occurs.

Class Assignments in the LRC

Instructors may bring their classes to the LRC to complete a class assignment when necessary. Like BI sessions, class assignment sessions are available by appointment only. Instructors must make and confirm the appointment with the LRC Coordinator, and provide a copy of the assignment in advance. Instructors must be present while their students are in the LRC.

LRC form: **Class Orientation Request Form**