



## Instruction Policy

The Indiana University Southeast Library offers course-integrated instruction for IUS undergraduate and graduate students as well as tours and instruction for high school groups from the surrounding community. The following policies are intended to provide your students with high quality instruction, delivered in an effective manner.

### **SCHEDULING:**

Instruction sessions should be scheduled at least **one week in advance** to allow sufficient time for dialogue between faculty and librarians and for preparation of instruction that is relevant to each class. To request a library instruction session:

- Call the IUS Library Reference Desk at 941-2489 or
- Contact Jim Jenkins, Library Instruction Coordinator at 941-2551 or [jhjenkin@ius.edu](mailto:jhjenkin@ius.edu)

Classes will be held in the library's instruction lab (room 235) unless otherwise stated. Professors/teachers are requested to attend these sessions along with their students. The Library's instruction lab is for instruction involving a library research component, with a librarian teaching the class.

### **CUSTOMIZING INSTRUCTION**

Librarians can tailor presentations to individual class needs. It is helpful for students to have an assignment requiring information resource use in order for them to receive the full benefit of attending a library instruction session. If you would like a discipline-specific session, discuss your needs with the Instruction Coordinator or a reference librarian in order to develop activities and presentations tailored to the coursework.

The librarian who will conduct your class may contact you by e-mail prior to the session to discuss details of what is to be covered during the students visit to the library. If you need to cancel or change the date/time of the instruction session, please contact the Instruction Coordinator or reference desk as soon as possible.

For further information, contact Jim Jenkins, Instruction Coordinator 941-2551 or [jhjenkin@ius.edu](mailto:jhjenkin@ius.edu)