

Clayton State University Library

Policy Name: Instructional Services

Effective Date: May 2002

Review Date: November 12, 2019

Policy

The goal of the Clayton State University Library's instructional services program is to provide awareness and training opportunities for the many library resources available to Clayton State University affiliated students, faculty, and staff so that they can effectively utilize them for their research needs. Priority is to serve Clayton State University students, faculty, and staff; however, the Clayton State University Library also participates in invitations for library assistance and instruction from the surrounding community.

The Library's instructional services program strives:

- To help our users locate library resources and services that will complement their individual courses, research, and curriculum needs.
- To keep our community aware of continuing updates and changes in library and information resources.
- To equip Clayton State University students with the necessary knowledge and skills to effectively complete their library research.
- To help our students choose quality resources and critically evaluate what they use within the context of their curriculum assignments.

Information resources and electronic resources continue to evolve each year. It is important for librarians to inform users of quality resources, enhancements and changes to the library resource collection, to teach library information literacy classes, to have consultation appointments with researchers who request our assistance, to provide online assistance in various modes, and to provide instruction tailored to specific courses or subject areas, as needed. Librarians teach more classes in introductory student areas such as First Year English, and Library Foundations, but they are also available to teach about library resources and research for specific courses or specific subject areas.

One of the services available to faculty includes requesting a [library instructional session](#). Faculty may schedule library instruction by submitting an online request using the [Library Instruction Request Form](#), contacting the Head of Reference and Instructional Services, or contacting the designated liaison librarian for the academic subject area. Instructors teaching in Clayton State University continuing education courses and local high school or middle school teachers may also contact the Head of Reference and Instructional Services regarding instructional opportunities in the Library. A minimum of 2 weeks' notice is needed when scheduling a class, to allow enough preparation time to the librarian doing the instructional session.

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Other Online Resources

- Librarians also create online research guides and tutorial resources designed to assist users with library instruction and reference services. LibGuides are a significant component of the Library's online tutorial resources.
- As the distance learning programs continue to grow at Clayton State University, the library will continue to develop resource tools accessible to distance learners.

Resources

[Liaison Program @ the Clayton State Library](#)

Compliance

Library instruction classes will not be scheduled without a 2 week lead time.