



## Library Instruction Services at the Gwendolyn Brooks Library (Spring 2023)

Any member of the **CSU faculty (full-time or adjunct)** may request a library instruction (or bibliographic instruction) session for a class. Library instruction sessions can be general in focus, customized for a **specific** academic discipline, or geared towards a **particular** course assignment. Library instruction services are available during the following hours:

- Monday-Thursday, 8 a.m. to 8 p.m.
- Friday, 8 a.m. to 5 p.m.
- Saturday, 9 a.m. to 1 p.m.

Please submit library instruction session requests at least **1 week** in advance of the desired date. Instruction sessions are available in the following delivery modes:

- **In-person**, taught in the Library Instruction Lab, LIB 210, in the Gwendolyn Brooks Library
- **Live-online**, taught in a Virtual Library Instruction Lab via *Zoom*
- **Pre-recording**, recorded instruction session using *Zoom*.

The ideal time for an instruction session is 2 to 3 weeks before the related class assignment is due. However, the timing is entirely up to the course instructor. In the case of **pre-recorded** sessions, the **date/time** selected on the *Library Instruction* calendar will indicate the date/time by which the recording should be **delivered** to the course instructor. The requested "delivery date" should be at least **1 week** away.

Requests should be submitted using the library's online instruction request system, located at: <http://csu.libcal.com/booking/libraryinstruction>

The course instructor will receive an **immediate** response **via email** that the request is under review by the Library Instruction Coordinator. Meanwhile, the requested date/time is reserved on the instruction calendar. Once an instruction request has been approved, **confirmation** will be sent **via email**.

Questions regarding library instruction services may be directed to the Instruction Schedule Coordinator, Prof. Rosalind Fielder. She can be reached by phone in the Reference Department at 773-995-2235 or by email at [rfielder@csu.edu](mailto:rfielder@csu.edu). **Please include "Library Instruction Request" in the email subject.** We look forward to collaborating with you!