SCC Library Instruction Policies
Updated Fall 2018

- Instruction is scheduled during periods of faculty accountability and not during intersessions. Information Studies (IS) faculty require at least 7 calendar days lead time to plan and prepare the session.

- Instructor of record or sub must be present in the class for the entire class session.

- Please communicate your research or information based assignment to the IS Faculty teaching the class in a timely manner. If you do not have a research or information based assignment, the IS Faculty member will work with you to develop one.

- We recommend that instructors schedule instruction such that students are aware of the assignment before the session.

- Class library tours are not available. Tours of entire classes are disruptive to other library users, so we have discontinued them. Alternatives to class tours are available.

- IS are experts in information literacy instruction. For content outside of our scope we will refer you to the appropriate resource (ex: Writing Center, Counseling, etc.).

- In order to maximize instruction time, please consider having students meet in the library classroom at the beginning of class.

- If a student misses the session, IS faculty are not available to meet with them and reteach the content. They are welcome, as are all students, to get follow up assistance at the reference desk with specific questions.

- IS will set expectations for student behavior during the session.

- One follow up research session may be scheduled in the South Library classroom after an instruction session with an IS faculty. These sessions are for scheduled based on availability and are for the purpose of conducting research. IS faculty will not be present in the classroom but students are welcome to seek help from the IS faculty member on duty for research help.