

**A checklist for Faculty:
Things to keep in mind when booking information literacy instruction
through Seneca Libraries**

To book:	Notes:
<input type="checkbox"/> Have you called your liaison librarian in advance to book your session?	Two weeks advance notice is recommended to ensure both instructor and space availability
<input type="checkbox"/> Have you provided the following information to your liaison librarian?: <ul style="list-style-type: none"> <input type="checkbox"/> Contact information <input type="checkbox"/> Course name and section <input type="checkbox"/> Estimated number of students <input type="checkbox"/> Preferred date and time of your class, and alternate dates <input type="checkbox"/> A copy of the research assignment that your class is currently working on, and a brief overview of its learning and research outcomes 	Classes should be scheduled within two to three weeks prior to the due date of their assignment

After booking:	Notes:
<input type="checkbox"/> Have you emailed / notified your students of the date / time / location of the library session? <input type="checkbox"/> Have you briefed your students to come prepared to the session, and to give some thought to the research needed to complete their assignment successfully? <input type="checkbox"/> Have you ensured that you are available to attend the session? <input type="checkbox"/> Have you considered making attendance for this session mandatory in some way?	Instructors are required to be present to provide feedback and clarify questions arising from assignment discussions. They are responsible for the class from a safety / security standpoint

After the session:	Notes:
<input type="checkbox"/> Have you provided feedback to the liaison librarian in regards to the success and suitability of the instruction? <input type="checkbox"/> Have you considered adding a library session to your course syllabus for the next time you teach the course?	Your feedback is encouraged to ensure a quality educational service for students

To find your program's liaison librarian and to book sessions, please contact:
<http://library.senecacollege.ca/Faculty/liaison.html>

For additional information, please visit the Seneca Libraries Information for Faculty website:
<http://library.senecacollege.ca/Faculty/index.html>