The mission of the library instruction program is:

1. To support classroom instruction by helping students find and use information related to course assignments, and
2. To foster lifelong learning in students and faculty by teaching information literacy skills.

Linscheid Library offers instruction and tours for ECU undergraduate and graduate students, and other groups from the surrounding community. Adherence to the following policies helps us to provide high-quality instruction.

**Requests from East Central University Faculty**

To request a library instruction session, faculty members should contact the appropriate liaison librarian, the Instructional Services Librarian, or fill out the form on the Instruction Department webpage. In order to allow sufficient time for preparation, faculty members are encouraged to submit instruction requests at least one week before the proposed date for the instruction session.

Librarians will tailor presentations, handouts, and online research guides to specific class needs. To better fulfill the needs of the class, faculty members are encouraged to communicate with the instructing librarian about session objectives, assignment guidelines, and specific research topics.

Librarians will be happy to hold instruction sessions in the room where class is regularly scheduled, however, classes can also be held in the Library Instruction Room (across from the Circulation Desk, 3rd floor). Faculty members are encouraged to attend the library instruction session with their class as they can offer valuable input during the session, and their presence emphasizes the necessity and importance of information literacy skills.

**Requests from External Groups**

To request a library instruction session or tour, group sponsors should contact the Instructional Services Librarian or fill out the form on the Instruction Department webpage. In order to allow sufficient time for preparation, group sponsors are encouraged to submit instruction requests at least one week before the proposed date for the instruction session.

Librarians will tailor presentations to specific class needs. To better fulfill the needs of the class, group sponsors are encouraged to communicate with the instructing librarian about session objectives, assignment guidelines, and specific research topics, when applicable.

To ensure the most advantageous learning environment for visiting groups, the library has established the following guidelines:
We are able to provide instruction sessions and tours to groups of 30 individuals or fewer. Larger groups can be divided into multiple sessions. Sponsors of school groups and other groups of children are expected to prepare their students to use the library quietly and respectfully.

Visiting groups may be interested in our community patron library card. Oklahoma residents age 14 and over are eligible to apply for the card. A parent or guardian must sign for individuals under the age of 18. This card allows the individual to borrow select materials from Linscheid Library. See the Community Library Patrons policy for more information.