Linscheid Library
Instruction Standards and Best Practices

As an active partner in the academic life of East Central University, Linscheid Library shall deliver course, program and audience specific instruction based on the ACRL Standards for Proficiencies for Instruction Librarians and Coordinators (2007) and the following best practices.

Classroom
- Librarians will present instructional content in diverse ways and modified teaching methods to match the class style and setting.
- In order to achieve this, librarians will adhere to the following best practices:

  1. Introducing oneself to the class.
  2. Presenting information in a lesson plan or syllabus to guide the instruction session.
  3. Using appropriate technology for each session.
  4. Explaining objectives for the class and how the session will be conducted.
  5. Avoiding jargon and using vocabulary appropriate for the level of students.
  6. Being enthusiastic about the subject.
  7. Being flexible about changing teaching plans while class is in progress.
  8. Allowing for questions and other interruptions.
  9. Learning to use classroom technology.
  10. Making sure equipment is in working order before class begins.
  11. Learning to cope with technical problems or other emergencies.
  12. Telling students how to follow up if they need assistance after class.
  13. Observing other librarians’ instruction sessions to get ideas for teaching.
  14. Inviting peers to observe instruction sessions and getting feedback from them.
  15. Sharing teaching skills and ideas with other librarians.
  16. Cleaning up the instruction room after use, including picking up trash and pushing in chairs.
  17. Logging off equipment.

Instructional Design & Materials
- Librarians shall design instructional materials to meet the common learning characteristics of ECU students.
- In order to achieve this, librarians will adhere to the following best practices:

  1. Assisting learners in assessing their own information needs.
  2. Helping learners develop skills to identify, locate, and evaluate sources.
  3. Designing and incorporating effective assessments of student learning.
  4. Clearly structuring and organizing classroom and online materials.
5. Prefacing instructional materials with learning objectives.
6. Basing instruction on the level of research expected of the class, i.e., very general or very subject-specific.
7. Attempting to provide universal access. When possible, make electronic and paper formats available.
8. Attending workshops and conferences to improve skills.
9. Familiarizing oneself with the literature and resources for a subject the librarian is not accustomed to teaching.
10. Preparing class materials such as handouts, online research guides etc. according to established guidelines and best practices
11. Providing a class count from the course catalog.

Standards for Collaboration with Faculty/Administration
- Librarians will meet the information literacy needs of the university by collaborating with teaching faculty about course assignments and the resources to be introduced in the instruction session.
- In order to achieve this, librarians will adhere to the following best practices:
  1. Communicating with faculty and school administration to plan and implement library instruction, and designating core classes best suited for instruction.
  2. Responding to faculty requests for instruction as soon as possible.
  3. Promoting library instruction to all departments, not just liaison areas.
  4. Sending out flyers and emails advertising library instruction, and placing research guides, subject-specific posters and other literature in the departments.
  5. Working with departments’ web developers to provide links back to subject-specific library web pages.
  6. Attending faculty meetings to let professors know the benefits of library instruction.
  7. Always offering to conduct the same library instruction the next semester for the same course.
  8. Assessing instruction in accordance with the Instruction Assessment Plan.

Administrative Standards
- Librarians shall maintain and report accurate statistics of instruction activities.
- In order to achieve this, librarians will adhere to the following best practices:
  1. Maintaining records of library instruction sessions, both on the Outlook calendar and in the Liaison Annual Report.
  2. Providing other librarians with statistics and other information.
  3. Improving services based on data.

Online Instruction
Any above standard that can translated to the online classroom environment should be applied.

Online instruction can occur as a recorded session, a live session, or as a course guide only, depending on instructor preference.

Due to the unique format of online instruction, librarians will adhere to the following best practices:

**Recorded instruction sessions**

1. Making a recorded session using WebEx software.
2. Recording each topic in a separate video or segment the video as possible. If the instructor has no preference, then segment any video over 10 minutes.
3. Adding subtitles to each recorded video and/or attaching a transcript.
4. Uploading videos to YouTube and setting privacy controls according to the librarian’s discretion or faculty request.
5. Following the Uploading to YouTube Standards.
6. Emailing the link of the recording to the instructor and including on the course guide as a link or embedded video.

**Live instruction sessions**

1. Presenting the live session using WebEx software.
2. Using similar methods and technologies that the instructor is already using or planning to use in the course.
3. Testing the technology before the session. If possible, test the technology with the faculty member before the session.
4. Ensuring there is a chat box available for students to ask questions and monitor the chat box during the session.
5. Seeking options for active participation, such as polling, chat, or screen sharing.
6. Recording live sessions using WebEx software and making available for students to view later through YouTube via the course guide.
7. Adding title cards to divide the recording into sections. For example, “Plan”, “Search”, “Use”, “Evaluate”, etc.
8. Following YouTube Uploading Standards.
9. Emailing the link of the recording to the instructor and including on the course guide as a link or embedded video.

**Course Guides**

1. Recording a short introductory video using WebEx software.
2. Embedding the introductory video in the Main tab above the Research Process box.