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## Research and Instructional Services Monthly: July 2019

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# Research and Instructional Services | July 2019

## Instruction Policy Refresh

Christina's updates were approved! The [public-facing instruction policy](#) is now available if anyone would like to refer faculty there.

### A quick instruction policy review:

- We request that all professors provide 2 weeks notice for instruction requests.
- We also request that the professor be present during our instruction sessions.
- We strongly recommend that professors identify the assignment students will be working on so that their librarian can create a scaffolded lesson plan.

## Fielding UCLP instruction questions

Because we have revised our liaison program you may receive instruction inquiries that you wish to deflect, here is some sample language that you can use to encourage your faculty members to request instruction sessions via our request form:

*Good morning Professor [X],*

*Thank you for reaching out to me about a library instruction session! We are currently undergoing a small reorganization which will reduce my overall teaching load and will shift many of my [PROGRAM] classes to new librarians. To make sure that any future requests do not get lost in this shuffle, I recommend that you place your requests for library guest lecturer sessions in our request portal: <http://kennesaw.libcal.com/booking/instruction>. The portal is already set up for Fall semester so we could definitely make sure that your Fall classes receive a library session!*

*If you are confused as to how to make a request you can reach out to myself or my colleague Christina Holm at [cholm1@kennesaw.edu](mailto:cholm1@kennesaw.edu).*

## Reminders

- Research Guides need to be updated for the new year! These updates need to be finished by August 19. Contact Amy with any questions.
- Librarians, remember to email Mary Margaret, Rachel, and libraryreference when you're going to miss a shift.

## Ignition Orientation

A big thank you to everyone who has volunteered and is going to volunteer for our orientation tabling! Students enjoy seeing us there, and being able to interact with them has an impact on their future here at KSU. Your time and hard work are very much appreciated!