

# Research and Instructional Services | August 2019

## FAQ Weeding completed

Yes! The Library System FAQs weeding project is complete as of the end of July 2019. For some time the FAQ Committee - Carey Huddlestun, Mark Kirkley, Aajay Murphy, and Joselyn Giron - has been weeding the Library System's FAQs. When this project began the Library System had over 600 FAQs! We are now down to a more reasonable, and manageable, 376 published FAQs.

If you think a critical FAQ was deleted let Carey Huddlestun know by emailing him at [ahuddle3@kennesaw.edu](mailto:ahuddle3@kennesaw.edu). We won't guarantee your favorite FAQ will be republished, but we will earnestly consider all requests or let you know which FAQ now contains that information.

## Need to promote something?

Want something posted on social media? Need a shout out on OwlTV?  
Fill out the new [one-stop marketing request form](#), and get it done!

## Instruction updates

The instruction calendar is live! However, the calendar is blacked out between Sept 9th-20th and Oct 17th-23rd to accommodate LOOP sessions.

### *Instruction Policy Review*

- We ask that professors provide us with 2 weeks notice for all library instruction sessions.
- Professors should be present during library instruction sessions.
- Please remember to head out to your instruction session with sufficient time to reach the classroom (10-15 minutes).
- If you would like to work directly with your faculty member to schedule your instruction sessions please remember to also complete our instruction request form so that we can continue to gather accurate statistics.

## Reference Coverage

Remember to email **Mary Margaret, Rachel** and **libraryreference** if you need to miss a reference shift. Let us know as soon as possible as you know your schedule around Labor Day weekend and GLC.