Librarians Can Help

The Library Assignment Support Service allows faculty to notify librarians of their Library-based assignments, so librarians can:

- Confirm that the information and resources your assignment requires are available through the University Library.
- Anticipate and adjust to increased demands for materials and resources.
- More effectively assist students at the Reference Desk.
- Test your assignment from the student's point of view.
- Refer to a copy of your assignment while assisting students.

Benefits to Faculty

An effectively designed library assignment will:

- Keep your assignments up to date in a world of constantly changing information resources.
- Teach students the research skills they need to grasp the objectives of your course.
- Take full advantage of the University Library's information and instruction resources.
- Teach students critical information skills, like identifying needs, evaluating and synthesizing.

How It Works

Submit your assignment and a few details about your assignment to the University Library.

Shortly after submitting your assignment, you will receive a phone call or an email confirming receipt of your assignment, at which time you may be asked some follow up questions.

A few days later you will receive a complete review of your assignment that will provide:

- An overview of library resources needed to complete the assignment, and how students can access them.
- How librarians plan to handle student demand for these resources.
- An assessment of your assignments do-ability from a student's point of view.
- The name and contact information of subject librarians whom you may contact for further assistance.

Additionally, your assignment will remain on file at our Reference Center, insuring that reference librarians can assist and instruct students in an effective and timely manner.

Submitting Your Assignment

Four ways to submit your library assignment:

1. Online at our web site at: http://www.ulib.csuohio.edu/help/forms/assignmentsupport.shtml
2. Campus mail to: Ken Burhanna, RT 308A University Library
3. Email to: kenneth.burhanna@csuohio.edu
4. In person at the University Library Reference Center.

Additional Information

Contact:
Ken Burhanna
Instructional Design Librarian
687-2183
kenneth.burhanna@csuohio.edu
Assignment Submission Form

Please complete the following form and submit it with your assignment.

Instructor: ________________________________
Course Name: ______________________________
Course Number: ____________________________
Your email address: _________________________
Your phone number: _________________________
Number of students to receive assignment: ________
Date assigned: _____________________________
Date due: _________________________________

Notes: Use the following space to tell us about special conditions, purposes, or limitations that you have built into your assignment:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Special Concerns: Use the following space to share with us any specific problems or questions concerning your assignment:

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Mail with this form a copy of your assignment and any other helpful materials: grading rubric, answer sheet, expected learning outcomes, etc.