

LeDoux Library Instruction Lab Policy

As more resources become available on computers, while fewer persons have learned how to use a library effectively, there is increased need for an instruction lab for teaching students how to find and use online information.

The library is home to two computer labs: the Information Commons (L213) is an open-access student computer lab, and L203 is reserved for instructional use, with 30 student computers and an instructor's station. A staff member is assigned to each lab.

Services and Forms

Faculty are encouraged to schedule sessions for library and information literacy instruction for their classes, especially for assignments which involve research or library work. Such sessions may be particularly useful for meeting student learning outcomes (SLO). Sessions may be general or customized for a particular course or course assignment. Contact the reference librarian for more information (x385, email, or in person).

The Bibliographic Request Form is used for requests for library instruction and practice; the Instruction Lab Request Form is for classroom faculty who wish to use the lab for a class session. Both forms are available from the Library and are also found on the LibGuide tab "For Instructors" in the library section of the LSUE website.

Submit your request at least two weeks in advance. Last-minute requests will be considered but cannot be filled if the lab is already scheduled.

The Library Instruction Lab may be reserved as an overflow computer lab during peak times of high traffic periods. The last week of classes and final examinations period are typically considered peak times. Other periods will be added based on demonstrated need at the library staff's discretion.

Priority List for Instruction Lab Use

- 1 - Information Literacy/Bibliographic Instruction (conducted by a librarian)
- 2 - Library instruction practice (cooperatively by librarian and course instructor)
- 3 - Overflow from computer lab in L213
- 4 - General computer instruction lab