

## Planning Checklist for Librarian Involvement in your FIG

We ask that instructors contact Libraries' faculty directly by email. Librarians may have pedagogy and content-related questions that often require a conversation with the instructor.

### *Pre-Term Planning (Spring)*

- Connect with your librarian to discuss ideas for incorporating information literacy (IL) practices into your FIG. Librarians can tailor activities or assignments that integrate library resources with the FIG related discipline(s). Ideas include:
  - A FIG Seminar Project that integrates IL practices with the related course discipline(s) to actively engage students with the academic information landscape
  - A general instruction session that introduces students to the Libraries and resources, and could involve developing skills via an in-class game
  - Resources and activities that support outings or field trips so students can dive deeper into ideas

### *Summer Planning*

- Confirm a day/time for session so librarian can book a library classroom early (if needed) or plan a synchronous or asynchronous virtual session (Libraries have limited classroom space so be advised – librarian may not be able to accommodate your first choice for day/time)
- Discuss learning outcomes and lesson plan with librarian

### *Fall Term - Week 1*

- Confirm date/time/location for library instruction session with the FIG Librarian
- Import any modules or asynchronous content to your course with the help of the Librarian

### *Between Weeks 1-6*

- FIG Assistants deliver 15-20 minute PowerPoint about UO Libraries to give first-year students more familiarity with the Libraries services & resources (and to prep students for a possible librarian visit)

### *Library Instruction Day*

- Attend the instruction session with your class. Instructor presence is important to reinforce the learning and application of research skills to student work
- If library content is delivered remotely, ensure Canvas modules are published or other content is available and accessible to students

### *After the Library Instruction Session*

- Encourage your FIG students to use the library for study, discovery and researching assignments
- Share with the FIG students that their professors will expect them to use scholarly (often “peer-reviewed”) sources for assignments
- Encourage FIG students to schedule an appointment with a [Subject Librarian](#) for support at any time during their academic careers at UO

Please contact Bronwen Maxson ([bmaxson@uoregon.edu](mailto:bmaxson@uoregon.edu)) with questions or concerns.