# Planning Checklist for Librarian Involvement in your FIG

We ask that **instructors contact Libraries' faculty directly** by email **prior to Fall Term**. Librarians will want to discuss the lesson plan with you, the faculty instructor.

* See *UO Libraries > Services > Library Instruction Services > FIG Faculty Library Collaboration* (<https://library.uoregon.edu/research-instructional-services/fig-faculty-and-library-collaboration>) for the list of 2023 librarian contacts for each FIG.
* Add a librarian to your course in Canvas <https://researchguides.uoregon.edu/canvasintegration/adding_librarians>

## 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

Please contact Nancy Cunningham ([nancyc@uoregon.edu](mailto:nancyc@uoregon.edu)) with questions or concerns.