

LIBRARY ASSIGNMENT TIP SHEET

Assume Minimal Library Searching Skills

- Provide clear instructions about accessing databases or materials
- Include explanations of unfamiliar terms, such as “scholarly journal”
- Tie all library research exercises to class projects to increase retention
- Avoid making assignments requiring many different research tools in the same assignment
- Assign students the library’s Information Literacy Quiz or Searchpath tutorial
- Schedule a library instruction session tailored to the assignment

Make Assignments Painless:

- Clarify which research tools students must use, giving the resource’s name, access directions, and any other information necessary to complete the assignment
- Distinguish between public websites and sources in library online databases
- Let students cite the best sources regardless of format, even if they must consult sources in various formats for the project
- Do not limit students to “print only” resources
- Monitor topics so students begin with a manageable topic rather than a topic that is too broad or narrow

And Finally:

- Check to see that the library owns the material students must consult
- Make sure required materials haven’t changed format
- Put materials on reserve if all students must use them
- Clarify whether or not an assignment requires library research

Please call or contact the librarians for assistance with assignments.

Reference Desk: 974-2878

<http://library.ucok.edu>