

# 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
- 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 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:

- Make sure 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 contact librarians for assistance with assignments.**

**Reference Desk: 974-2878**

**<http://library.uco.edu/ask>**