



HOW FACULTY CAN HELP IMPROVE LIBRARY SERVICES FOR STUDENTS

1. Assign work regularly that develops your students' library skills.
2. Make certain that library materials are available in sufficient quantity before assigning their use.
3. Inform librarians in advance regarding assignments that will require the use of library materials.
4. If heavy use of a few books or media titles should be expected, discuss with staff members the possibility of placing some items on Reserve.
5. Avoid assignments that invite mutilation of books and magazines.
6. Invite a librarian to work with you in preparing library exercises.
7. Give the library a copy of your required and recommended reading lists.
8. Teach students how to select and evaluate reading materials.
9. Submit requests for books, media programs and periodicals to be ordered well before they will be needed.
10. Arrange well in advance for any proposed class visitations to the library.
11. Be active in keeping your subject area of the library current and complete. Arrange to help weed out obsolete material in your subject areas.
12. Return books when due so that others may use the materials.
13. Talk over problems, suggestions, and criticisms with a librarian.