RISD Library Instruction Request Form

Please return completed forms to the Reference desk

Library Instruction Expectations
To ensure sufficient preparation time and to facilitate scheduling, requests are to be received at least three weeks in advance and accompanied by the course syllabus. Librarians use the syllabus and class assignments to develop an instruction session tailored specifically to the course content. A librarian will contact you to discuss the instruction request and reserve a classroom. Library Instruction is to be scheduled during regular class meeting times. Without exception, the instructor is to attend the instruction session with his/her students.

Questions? Please contact Librarians Claudia Covert, (401)709-5908 (ccovert@risd.edu) or Ellen Petraits, (401)709-5905 (epetrait@risd.edu)

Instructor’s Name:

____________________________________________________

Email: _______________________________________________________________

Phone: __________________________________________________________________

Course Name: __________________________________________________________

Class Level: ___________________________ Number of Students: ___________________

Requested Date & Time
1st choice: Date: ___________ M T W TH F Time: _______________ a.m. p.m.
2nd choice: Date: ___________ M T W TH F Time: _______________ a.m. p.m.

Meeting Place □ rm110 □ rm228 □ Studio________ □ Other____________________

Objectives of Session (Check all that apply)
□ introduction to library resources □ research paper □ studio assignment
□ thesis/research project □ Other__________________________________________

________________________________________________________________________

Topics to be Included
□ research process □ finding articles □ finding images
□ internet searching □ evaluating information □ researching an object
□ avoiding plagiarism □ in-class library assignment □ Library tour
□ Visit to Special Collections □ Other__________________________________________

________________________________________________________________________

STAFF USE: initials, date & time request was received: ________________________________
Bibliographic Instruction Sessions
15-45 minutes
Working with the instructor, librarians tailor instruction sessions to support course objectives, complement the syllabus and prepare students for a written or studio research assignment. Librarians will come to any classroom or studio equipped with a digital projector and reliable network access.

- Finding Books - searching the RISD/Athenaeum online catalog
- Finding Articles – using electronic indexes to locate articles
- Finding Images – electronic & print image searching
- Evaluating Information - thinking critically about print & web sources
- Citing Sources & Avoiding Plagiarism
- Group exercises to gain experience using library resources
- 15 minute “Resource Refreshers” - sessions focused on 1-2 print or electronic resources such as Artstor, JSTOR, Project Muse, Avery Index, etc.

Library Tours:
- Library 1st Floor 15 minutes
- Library 1st & 2nd floor 25-30 minutes
- Special Collections & Archives 10-15 minutes
- Slide Library & Picture Collection 10 minutes
- Library Scavenger Hunt - 20 minute exercise followed by a 10 minute group discussion

Special Collections Full Class Presentations/ Instruction 30-90 minutes
Working with the Instructor, the Librarian or Archivist prepares selections from the collections for classes in support of course objectives, to complement the syllabus and expose students to special materials for research or inspiration. Materials are either displayed for the Instructor to present to the students or they are presented to the class by the Librarian or Archivist.

- Selected resources from the RISD Archives (School and Museum Records), including architectural plans and records for RISD buildings, historic photographs, artifacts, documents, and RISD publications.

- Selected resources from Special Collections, including rare books, catalogues raisonnés, pre-1980 periodicals, or other valuable historic and contemporary materials.

- Selected resources from the Artists’ Books Collection, including artists’ books; covering either a variety of formats or a selection based on structure, content, materials, or concept; artists’ process archives; or ephemera.

Special Collections Brief Class Presentations, following Bibliographic Instruction Sessions 15-30 minutes
Working with the Instructor, as the final portion of a formal bibliographic instruction session given by a Readers’ Services Librarian, the Archivist or Special Collections Librarian prepares selections from the collections in support of the course syllabus. Materials are displayed either for the Instructor to present to the students or they are presented to the class by the Librarian or Archivist.