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Instructional Services Policy

Edith Garland Dupré Library offers a variety of instructional formats:

- General and specialized library instruction sessions
- Research appointments for students and faculty
- Identification of library and other information resources for faculty that can be embedded in Moodle at the point of need for students
- Development of self-paced instruction modules for Moodle that cover the use of specific databases and other library resources for specific classes and assignments
- English 305, a one-credit-hour course covering basic and advanced library research techniques, information literacy, U.S. Government Information, and use of Special Collections and Internet sources.

The Instructional Services Department operates within Public Services and is dedicated to the design, delivery, testing, and continual improvement of library instruction to ensure students and faculty are aware of and can effectively use information resources to achieve their research goals. Effective bibliographic and information literacy instruction reflects the University's primary purposes of teaching, learning, scholarship, research, and public service.

Patrons

Dupré Library Instructional Services supports the students, faculty, and staff of the University. Library instruction will also be provided on a limited basis to other areas of the general public, with a preference for educational groups such as area high schools. Members and affiliates of the University will be given priority in the scheduling and provision of services.

Mission

- To provide library orientation and instruction demonstrating the effective utilization of available library resources and services;
- To provide current and effective instruction in the form of print and online resource handouts, tutorials and database guides; and
- To provide effective classroom instruction targeted to the specific level of the user's sophistication and needs, as established in advance by collaboration between the Library instructor and course instructor.

Facilities

Type here to chat. Press ENTER to send.

The Gloria S. Cline Bibliographic Instruction Laboratory

Named for a former library director, the Gloria S. Cline Bibliographic Instruction Laboratory (Bib Lab) is a SMART Classroom designed to facilitate library instruction. The lab is equipped with a podium, instructor's computer with Internet access, ceiling mounted projector, document camera, DVD, VCR, motorized screen, webcam, microphone, and enhanced sound and lighting. A telephone connection is available for web conferences. The classroom is used for library instruction only. Approximately 30 computers are available for hands-on use. Capacity is 30 users.

Individuals requesting use of the Bib Lab for library instruction must contact Instructional Services, Jennifer Hamilton, Assistant Professor and Head of Instruction, at (337) 482-1160 or jen@louisiana.edu. Special hardware or software installations require at least a five-day notice.

Reference Online Center

The Reference Online Center (ROC Lab) is located adjacent to the Reference Desk. This lab provides approximately 24 computers for research: searching of reference online databases, the Library Catalog, and U.S. Government Information resources. Word processing and ChemDraw software are also available. Student Technology Enhancement Program (STEP) fees provide printing availability to the University of Louisiana at Lafayette affiliated users.

Preference for use of computers in the ROC Lab is given to researchers accessing the Library's catalog, databases and government information resources. Those engaged in other activities may be asked to leave if a computer is needed for research. For more information regarding acceptable and unacceptable uses of the ROC Lab, visit our [Reference Online Center Policy](#).

Requesting Library Instruction

General and specialized library instruction for university classes and off-campus groups must be scheduled in advance through the Head of Instructional Services. Non-university groups such as high schools are encouraged to schedule tours or instruction sessions during intercession. Classes coming to the Library for an instructional session are encouraged to have an assignment or project they are actively working on. Research has shown that library instruction is most effective when students can immediately apply what they learn to work on an assignment.

To schedule an instructional session or research appointment, use the [Instructional Request Form](#), or contact Jennifer Hamilton, Assistant Professor and Head of Instruction, at (337) 482-1160 or jen@louisiana.edu. After receiving your request, our staff will work with you to plan the session and identify potential learning outcomes revolving around the assignment or project for which they will need to do research.

We ask that instructors give at least two weeks notice in booking instructional sessions to allow time for the design of a session specific to your students' needs, but don't hesitate to ask if you have a library instruction emergency.

Contact

Any questions regarding this policy should be directed to:

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Assistant Dean of Public Services
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[Last Revised on March 27, 2019]



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