

Library-Friendly Assignments: Check List for Lecturers

Well-written and thought-out assignment guidelines can set students on the right track to being successful with their assignments. The following suggestions have been proven to help your students access information resources for their assignments.

Resources

- Identify new information that might be needed – check for recently published articles and books, or new editions of your text. Your liaison librarian can help you with this process.
- Ensure that the library hold the books you expect the students to use. Put recommended books and articles on course reserve before students need them.
- If new material needs to be bought for the library let your liaison librarian know in good time. It can take two months from the time of ordering until it hits the shelf.
- Check your assignment question against library resources to ensure we hold or have access to enough resources for your class.
- Check that the information you expect students to use exists and is readily available. For example, some statistics are only available for a fee from Statistics New Zealand.

Reading Lists

A well-written reading list helps students locate resources more easily. We see many reading lists with errors – even a small typo can result in someone struggling to find something on our catalogue. Please ensure that:

- Everything on your reading list is held in the library
- References are consistent with the referencing style you expect students to use
- All titles are in full, and all words/authors' names correctly spelt
- Items that are on course reserve are clearly identified, and conversely, those that are not on course reserve should be marked as such. It is helpful if you can include the call numbers (Dewey numbers).

What to Tell Your Students

- Define the terms in your assignment, so students know exactly what you mean. E.g. if you say “use a research article”, explain whether the article must be peer-reviewed, or can be a case study etc.
- Tell students what sort of resources you expect them to use. Do they need journal articles or internet websites; do you expect them to read beyond what you have put on course reserve?

Facilitating Students' Access to Articles via Moodle

- You can add links to articles from many of the journal databases we provide (e.g. Ebsco, Emerald)
- You can also link directly to a search you have created which enables the student to select their own articles from the result list.

Information Literacy Skills

An important part of tertiary study is to develop effective information literacy skills, so that students learn how to search for information, evaluate it and use it. If you expect students to look for and find information they will need information seeking skills. We run basic orientations as well as teach database and research skills in collaboration with you.

Library Orientation

- Introduction to the library layout and basic services
- Brief introduction to the library catalogue
- 45 minutes

Information Skills Workshops - these should relate to a student's current assignments

- Finding journal articles on library databases
- Can be held in the library or in a computer lab
- For large classes, we can do a demonstration followed by drop-in sessions
- It is best if students have an assignment due so they can apply their newly-learned skills immediately to a real topic
- All classes are tailored to the students' needs
- We are happy to run follow-up and refresher sessions

Sessions are conducted by information services librarians. Please contact the Information Literacy Librarian to discuss your needs and to make a booking, then work with us to ensure the session integrates the skills into your course.

Help Us to Help You

- Contact your Liaison Librarian if you want some books bought. Either send a list of books, or ask the librarian to identify some useful titles for your subject.
- If you want samples of possible textbooks, contact some publishers (most have websites). They are only too happy to send out sample and preview copies, especially if you are looking for prescribed texts.
- Send your reading lists to your liaison librarian. We can check it over and ensure everything is held in the library
- Call the Information Literacy librarian to plan information literacy skills classes
- See a copy of your assignment to your liaison librarian. This helps us to be prepared for your students.

Contacts

Course reserves

Main Library	xtn 8625
Waitakere	xtn 5022
Building One	xtn 7241

Information Literacy Librarian

Phone: xtn 8094	Email: infolit@unitec.ac.nz
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Liaison Librarians

Every department is assigned a liaison librarian. If you don't know yours, find out via these contacts.

Phone: xtn 8564	Email: libinfo@unitec.ac.nz
or check the list of liaison librarians on the library website.	