

Services for Faculty, Instructors, and Teaching Assistants

In addition to our [general library services](#) [1], we also offer teaching and research assistance to professors, instructors, and TAs. Additional services are available at the [University of Toronto Libraries](#) [2].

Library Instruction Program

Library Research Workshops

Professors and instructors are encouraged to contact Colin Deinhardt (416-585-4569) to arrange for a library workshop tailored to course requirements.

Librarians offer customized, curriculum related instruction in the use of online catalogues, electronic and print resources including electronic periodical indexes, electronic journals, online reference tools, digital collections, and research tools such as RefWorks. We will teach students how to find primary and secondary sources.

Online Research Guides

- We will create tailored library resources pages in your course Blackboard site with durable links to library resources that can be accessed both on and off campus.
- We will create customized online research guides, using LibGuides software. They can be embedded in your website or your Blackboard course module, and accessed via the library web site.

Research Consultation Service

Instructors, TAs, and students who would like assistance with researching a topic, locating a book or a journal, or who would like instruction on using a specific print or electronic resource, are welcome to schedule a meeting with one of the reference librarians. To make an appointment, please use the [online reference form](#) [3] or drop by the inquiry desk on the first floor.

Course Reserves & Syllabus Service

Print Course Reserves

Instructors can request course materials to be placed on short-term loan to ensure that they are available to multiple students in a course.

Course reserves (including books, audio-visual materials, instructional equipment and non-book items) can be borrowed by students at the circulation desk on the main floor of the library.

The materials have loan periods of two, twenty-four or seventy-two hours.

Electronic Course Reserves

We also offer syllabus service to support instructors in their teaching and to make course readings

Services for Faculty, Instructors, and Teaching Assistants

Published on E.J. Pratt Library (<http://library.vicu.utoronto.ca>)

available to students while respecting Canadian copyright provisions and existing licensing agreements on library materials.

Please submit your course reading list by the following dates to ensure the assigned course readings are available on the first day of class:

- Fall Session: July 15, 2016
- Winter Session: November 11, 2016.

Instructors are able to submit syllabi after this date. However, requests submitted after the priority service dates will be processed on a first-come, first-served basis.

Submitting Your Request

Please submit your course syllabus with a complete reading list to reserves [at] vicu [dot] utoronto [dot] ca and include the following details:

- the course name and course code
- instructor's name and contact information
- the number of students in your course
- the titles of books to be placed in print course reserves and the length of the loan period (two, twenty-four or seventy-two hours)
- the titles of books and journal articles in print to be scanned.

Once electronic reserves are prepared, they will be available on Blackboard: please consult the web site of the [Scholarly Communications and Copyright](#) [4]Office [4] for information on accessing electronic course readings.

Recommend a Title for Our Collection

Books, journals and e-resources that are not listed in the library catalogue can be recommended for inclusion in the library collection. To suggest a title, please use the [online reference form](#) [3] or visit us at the inquiry desk on the first floor.

Exhibitions

Professors and instructors interested in hosting an exhibition at the library should consult the Chief Librarian, Lisa Sherlock (l [dot] sherlock [at] utoronto [dot] ca, 416-585-4472). Please consult [Exhibitions](#) [5] for the titles of our past exhibitions.

General

Questions or suggestions about library and information technology services can be sent to victoria [dot] library [at] utoronto [dot] ca.

Last updated: June 13, 2017

Services for Faculty, Instructors, and Teaching Assistants

Published on E.J. Pratt Library (<http://library.vicu.utoronto.ca>)

Source URL: http://library.vicu.utoronto.ca/library_services/instructors

Links

[1] http://library.vicu.utoronto.ca/library_services/

[2] <https://onesearch.library.utoronto.ca/faculty-research>

[3] http://library.vicu.utoronto.ca/ask_us/

[4] <https://onesearch.library.utoronto.ca/copyright/course-reserves-and-syllabus-service>

[5] <http://library.vicu.utoronto.ca/collections/exhibitions.html>