

Services for Faculty, Instructors, and Teaching Assistants

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

Teaching Services & Library Instruction Program

Our librarians support university teaching in a number of ways by helping students to develop essential academic research and information skills.

Library Research Workshops

Professors and instructors are encouraged to contact Colin Deinhardt, Reader Services and Instruction Librarian (colin [dot] deinhardt [at] vicu [dot] utoronto [dot] ca, 416-585-4569), to arrange for a library workshop tailored to course requirements.

Teaching is designed to meet the learning outcomes of your course. Librarians guide students in developing specific research skills, such as narrowing down topics, creating effective search strategies, and locating authoritative research sources.

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 and Zotero. We also teach students how to find primary and secondary sources.

Our sessions take place in the EClassroom, specifically designed for library instruction.

A Checklist for Requesting a Workshop

Please contact Colin Deinhardt, Reader Services and Instruction Librarian (colin [dot] deinhardt [at] vicu [dot] utoronto [dot] ca, 416-585-4569) to schedule a librarian's visit.

We request the following information to help us prepare for a workshop:

- proposed date(s) of the session to provide us with a couple of options. Please note we require at least a two-week advance notice to ensure the availability of our librarians, book the EClassroom, write a lesson plan, create an online research guide, and prepare supplementary materials. Library instruction is most beneficial to students when it takes place at least two to three weeks before a research assignment is due. Therefore, please contact the librarian as soon as possible or at least one month prior to the due date
- course title, code, description, and section
- a current version of the course syllabus
- a copy of the research assignment(s)
- any specific research resources you would like us to introduce to your students, such as the library catalogue, a particular journal database or a digital collection
- the number of students registered in your class

If it is not possible to provide all items on the checklist, please contact us to discuss alternatives. We

attempt to accommodate every request we receive for library instruction.

Courses involving an extensive use of special and rare book collections require additional advance notice of at least one month.

Online Research Guides

Librarians create customized [online research guides for specific courses](#). They can be embedded in your website or your Blackboard course module, and accessed via the library web site.

Alternatively, librarians are also able to set up tailored “Library Resources” pages in [Blackboard](#), with durable links to research resources that can be accessed both on and off campus.

Research Consultations

Students are encouraged to schedule individual research appointments with our [reference librarians](#). Consultations are customized to the research requirements of particular assignments.

Please contact us for assistance with a specific course and consider including our contact information on the course syllabus, along with mention of our research consultation service.

Research Consultation Service

Instructors and TAs 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](#) or drop by the reference 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 available to students while respecting Canadian copyright provisions and existing licensing agreements on library materials.

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 Office](#) 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](#) or visit us at the reference 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](#) 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.

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