Kennesaw State University Library System
Undergraduate Instruction Policy

The undergraduate library instruction program of the Kennesaw State University (KSU) Library System contributes to the mission and curriculum of Kennesaw State University through course-integrated library instruction. Librarians, in partnership with classroom faculty, teach students the information literacy skills they need to locate, evaluate, organize and use information, enabling students to successfully meet curricular requirements and to become independent, life-long learners.

Instruction is provided in a variety of formats including, but not limited to:

- 30-minute Library Services by Major sessions
- 60-minute Introductory Research sessions
- 60-minute Advanced Research sessions
- Library Online Orientation Program

Information Literacy
Information Literacy is defined as the ability to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information" (ALA Presidential Committee on Information Literacy, Final Report, 1989).

Audience
Undergraduate library instruction is provided only to current students of Kennesaw State University and its associated institutions. We do not provide instructional services to non-affiliated patrons.

Scheduling
The KSU Library System requires at least 14 days’ notice to schedule library instruction and requests that faculty use our online form on the library website under Services—Faculty Services—Undergraduate and Graduate Instruction to schedule them.

Faculty Attendance
It is the policy of the KSU Library System to provide instruction only with the instructor of record present in the classroom. If a faculty member is unable to attend the class during a scheduled library instruction session, they should arrange for another faculty member or GRA to attend, reschedule for another time, or cancel the library instruction session. If the primary instructor is not present at the scheduled start time, the library instructor reserves the right to cancel the session.
Equity of Service
Librarians will provide services to all users without discrimination based on race, color, sex, sexual orientation, age, religion, national origin, or disability. Should you require assistance or have further questions about ADA services on campus, please contact:
Student Disability Services (SDS)
(470) 578-2666
https://sds.kennesaw.edu/index.php

Code of Ethics
All instruction interactions, regardless of whether they take place at a formal service point or in any other context, will be governed by the standards articulated in the Code of Ethics of the American Library Association.

Competencies
All library instructors will adhere to the highest standards of knowledge and proficiency possible and follow the ACRL Standards for Proficiencies for Instruction Librarians and Coordinators.

Curriculum
The learning outcomes for library instruction sessions are based on the ACRL Framework for Information Literacy and are customized to fit KSU student needs based on the experiences of the librarians and feedback from faculty.

Disclosure
The Research and Instructional Services Unit reserves the right to revise these policies as required by organizational changes.

Liability
The KSU Library System assumes no liability for any misinformation and/or interpretations drawn from any library instruction session.