

Teaching & Learning Policy Draft

What we teach

At the Capilano University library we teach classes that cover the spectrum of information literacy skills for students in all course levels.

How we teach

Teaching in our library is a creative and design-driven process. We create lesson plans that include clear learning outcomes and participatory learning activities that support students in meeting those outcomes. Our librarians are skilled at incorporating a variety of active learning strategies into the classroom and addressing both the library tools and the critical and creative thinking skills students need to become information literate learners. We regularly consult the *Framework for Information Literacy for Higher Education* and strive to decolonize our teaching practices.

Where and when we teach

We teach daytime and evening classes in all three terms (fall, spring and summer) of the Capilano University year and at all campus locations. We teach the majority of our classes in our dedicated classroom, LB119, but we can also book other classrooms and computer labs. When two or more classes are booked at the same time, LB119 will be assigned to the first class booked, and additional classes will be scheduled for the instructor's regular classroom.

Coordination

The Teaching and Learning Librarian is responsible for guiding development of our teaching program and for administrative needs such as booking classroom space, scheduling and assigning shared teaching duties, creating an accurate and up-to-date comprehensive teaching calendar, supporting assessment, and coordinating use of the teaching iPads.

Class Booking Guidelines

Liaison librarians are responsible for promoting, scheduling and communicating about the classes in their own subject areas. Once class times are arranged, they share details with the Teaching and Learning Librarian for room bookings and entry into the calendar and class spreadsheet. All ENGL 100 classes are arranged by the Teaching and Learning Librarian and assigned according to an equality calculation that takes section release and liaison class numbers into account.

LB119 Booking Procedures and Guidelines

LB119 is reserved for library classes and student study, and other bookings should be limited. The following are permitted in priority order:

- librarian interviews that involve a teaching component
- library meetings (if no other rooms are available, attendees number greater than 8, or in interterm periods - exhaust all other options before booking during academic year)
- library-related class times for other instructors (e.g., Communications faculty wanting to bring their classes in to examine periodical collections)
- workshops being held by other departments with whom we'd like to foster collaborative relationships (e.g., Counselling, Career Centre and Student Success; book only during Tuesday CFA block 11:30-12:50 and Thursday meeting block 11:30-12:50 and offer other times on a last-minute availability basis, i.e., within the week, and in moderation)
- short (half-day or less) meetings for other departments (freely in interterm periods; on a last-minute availability basis, i.e., within the week, in the summer; same-day "last resort" / "they're panicking" favour bookings in fall and spring)

The Teaching and Learning Librarian books the room and enters the booking into the teaching calendar.