

# Collaborating with a librarian

## WHAT IS THIS RESOURCE?

A guide on how to request a USC librarian visit for your class, co-plan the active learning assignment students will work through with the librarian, and sample tasks.

## HOW DO I USE IT?

After deciding the purpose of the librarian visit, choose which class would be best for the librarian to visit. Request the visit at least two weeks in advance. Co-plan the active learning assignment students will work through with the librarian, and how you will co-facilitate the process. For assistance, [contact CET.](http://cet.usc.edu/)

### Facilitation process

A librarian class visit is a unique type of guest speaker event in which a USC Librarian visits an instructor’s class, most commonly to provide research support. The instructor co-plans the visit with the librarian expert including the assignment deliverables students should complete by the end of the visit. There are tasks to complete before, during, and after the librarian visits your class.

1. **Before** 
   * Instructor requests librarian visit.
   * <https://libraries.usc.edu/research/instructional-services/request-class>
   * Instructor & librarian collaborate to make a worksheet. (see reverse for a sample)
   * Instructor introduces assignment to students.
   * Instructor informs students to bring laptops.
2. **During**
   * Librarian focuses visit on worksheet tasks.
   * Students ask questions & complete tasks.
   * Instructor moderates & assists.
3. **After**
   * Students submit product.
   * Instructor debriefs purpose & application.

### Options

It is possible for an active learning USC Librarian class visit to have any combination of the following forms and delivery depending on your need, preference, or purpose.

Table Collaborating with a librarian options:

|  |  |
| --- | --- |
| * Small class | * Large class |
| * Graded | * Not graded |
| * Basic skills | * Advanced skills |
| * Student-generated topic | * Instructor-generated topic |
| * Paper handout | * Online handout |
| * Individual | * Group |
| * In-class completion | * Instructor-generated topic |

### Benefits

Collaborating with a librarian to plan an active class visit can have the following benefits for students.

Cognitive

* Build skills
* Develop field knowledge
* Scaffold

Personal

* Provide support
* Reduce anxiety
* Build confidence

Social

* Receive feedback
* Increase participation
* Foster collaboration

### Sample tasks

The following is a list of possible tasks instructors may wish to include on a worksheet for students to complete during an active-learning USC Librarian class visit.

**The USC Librarian guest expert will be guiding you through the tasks on this worksheet. Tasks are to be completed and submitted to your instructor by the end of class.**

* Use the provided article citation to find the article in the USC Libraries online. [Give citation]
* Download and save the full text of the article you found.
* Search for a full-text academic, peer-reviewed journal article with the following parameters.
  + Topic:
  + Date range:
* Copy the full APA citation for the article as it would appear on the References page.
* Evaluate the article and decide whether to include it for your assignment.
* Explain how the article will be used to support your thesis.
* Write a paragraph summary of the article. Include an in-text citation.
* Use a field-specific database to search for a full-text academic, peer-reviewed journal article with the following parameters.
  + Topic:
  + Date range:
  + Database:
* Use a specific database to find a dataset with the following parameters.
  + Topic/Subject:
  + Dates:
  + Database:
* Generate a report table for the dataset you found, download, and save it.
* Explain how the dataset will be used to support your thesis.
* Write a summary paragraph outlining your interpretation of/conclusions drawn from the dataset. Include an in-text citation.

For questions about USC Librarian class visits, please contact Elizabeth Galoozis at [galoozis@usc.edu](mailto:galoozis@usc.edu) or (213) 821-0097