

## NAME OF SERVICE – Teaching & Learning Services

### **Eligibility Requirements:**

Available to all UT students, faculty and staff. Certain services, outlined below, are also available to the public (including courtesy borrowers).

### **How to access the service:**

\* ***Course-integrated instruction services:*** faculty and instructors may request these services for their courses through the [Teaching & Learning Services web page](#) request forms or by contacting library staff, such as their subject specialist, directly.

\* ***Non-course integrated instruction services:*** faculty, student groups and registered student organizations, research groups and learning communities (ex: Freshmen Interest Groups) may request these through the [Library Classes](#) page.

\* ***Scheduled drop-in workshops and tours:*** Attend Libraries-provided [classes and tours](#) in person or online. Open to UT students, faculty, staff and the public.

\* ***Online tutorials and guides:*** Access in numerous places throughout the Libraries web site. Open to UT students, faculty, staff and the public.

\* ***Instruction services for non-UT groups:*** Members of the public may request these through the Libraries web site.

### **User's privileges:**

#### ***\* UT-Austin students:***

- may request **non-course integrated instruction services** (customized sessions/orientations/tours) for their research groups, learning communities or student organizations.
- may attend **drop-in workshops and tours** in -person and online
- may access **online tutorials and guides**
- may attend **course-integrated instruction** sessions or receive course-integrated instruction materials and support if these were requested by their faculty member for the course.

#### ***\* UT-Austin Faculty and Instructors:***

- may request **course-integrated instruction services** (instruction sessions, guides, exercises, assignment design consultations and embedding librarians in Canvas or Blackboard courses) for the courses they teach
- may request **non-course integrated instruction services** (customized sessions/orientations/tours for their departments and/or research groups).
- may attend **drop-in workshops and tours** in-person and online
- may access **online tutorials and guides.**

#### ***\*UT-Austin Staff:***

- may request **non-course integrated instruction services** (customized sessions/orientations/tours for their departments and/or research groups).
- may attend **drop-in workshops and tours** in-person and online

- may access **online tutorials and guides**.

\* ***Members of the Public***

- may attend **drop-in workshops and tours** in-person and online
- may access **online tutorials and guides**.

\* ***Non-UT groups with an academic focus***

- may request **non-course integrated instruction services** (orientation sessions, library instruction sessions or tours)
- may access **online tutorials and guides**

\* ***Users with disabilities*** who require special accommodations should make a request at least one-week in advance for in-person sessions.

**Limitations/Restrictions:**

- \* All services are based on classroom and staff availability.
- \* Preference will be given to UT students, faculty and staff.
- \* Public users attending drop-in workshops will have access in demonstration mode only.
- \* Library staff are not able to take attendance or sign anything vouching for the presence of an attendee at a workshop or instruction session.

**User's Responsibilities:**

- \* All users must provide complete and accurate information when making requests.
- \* All users must adhere to publicized policies for all services.
- \* Faculty, instructors or TAs must be present during instruction sessions unless prior arrangements have been made with the library staff member teaching the session.
- \* Requests should be submitted at least two weeks in advance.
- \* Photographers and reporters must get permission in advance of attending drop-in workshops or tours.

**Process/response time:**

- \* Requests will be answered within 3 business days.

**Contact information:**

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