



CHECKLIST OF LIBRARY SUPPORT FOR ONLINE TEACHING

My liaison librarian

- I am aware that there is a liaison librarian based at each campus Library who is part of a team to provide academic support and assistance
- I am aware that my liaison librarian is available to discuss my information requirements for teaching and research and to outline services that may be of interest to me. This can be done by visiting the Library or by arranging for my liaison librarian to visit my office.
- I know who my [liaison librarian/ team](#) is.
- If needed, I can get [assistance from Library staff](#) via email or the web, by phone and in person.

Getting information resources into my DSO unit

- I can link to material and resources on the Library website from my DSO unit.
- I am aware that selected Library resources are included in the Faculty DSO unit template.
- I am familiar with a range of Library and information resources, such as electronic journals and databases, to support my teaching and students' learning.
- I understand the [process for requesting book chapters, journal articles](#) and other material to be created as electronic readings
- I know that there are instructions on the Library website to help me [create links to electronic readings](#) from within my DSO unit.
- I am familiar with the Library produced [guides to key online resources to subjects](#) (subject guides) for teaching areas of the University.

Helping students learn

- I am aware that I can discuss effective ways to help my students develop their skills in locating quality academic resources for their studies with my liaison librarian. For example:
 - > Encouraging students to work through interactive tutorials like [Smart Searcher](#).
 - > Promoting student participation in Library orientation programs, whether in person or online via eLive, that are available at the start of each trimester.
 - > Arranging with my liaison librarian for face-to-face or online workshops to help my students develop their research skills.
 - > Arranging with my liaison librarian to create instructional material that could be linked to, or created in DSO and that will assist my students to access and use appropriate information resources for their assignments and research.

www.deakin.edu.au/library