

## Library Time-Saving Tips for Graduate Student Course Instructors

Libraries offer resources and services to support you in designing and delivering your courses, and to help enhance your students' learning experience.

### Contact your liaison librarian

Liaison librarians are your first point of contact and can help you find library services and resources to support your teaching and research. Find yours at <http://resource.library.utoronto.ca/liaison/>

### Support in your Portal (Blackboard) course

Do you have a course website in the Portal? Each Portal course has a [Library Resources menu](#) link containing discipline-specific research resources. You can ask your liaison librarian to:

- customize the existing Library Resource feed, if needed
- be embedded in your Discussion Board for relevant assignment support

### Instruction and research support

- in-class instruction (topics can include: developing a searchable research question, modeling effective search strategies, locating primary sources, and/or citing sources)
- online research guide
- office hours or drop-in sessions

### Partner with a librarian on student research assignments

Ask your librarian for support such as assistance with scaffolding tasks in research assignments and providing 'just-in-time' drop-in sessions near assignment deadlines.

### Syllabus Service, reserve readings, and copyright

Take advantage of our Syllabus Service. By submitting your syllabus to the Library, we will ensure that your course readings are copyright compliant, and we'll purchase clearances for needed material at no cost to you. Need a book on reserve? The Library will ensure that the book finds its way to the course reserve shelf in the appropriate library. Visit <http://library.utoronto.ca/copyright> for more information.

### 4 Ways to Help Your Students

Full list of how to get help:

<https://oneseach.library.utoronto.ca/ask>

**1. Library FAQ:**

<http://answers.library.utoronto.ca/browse.php>

**2. One on one Research Consultations:**

<https://oneseach.library.utoronto.ca/consultations/>

**3. Library Workshops:**

<http://libcal.library.utoronto.ca/calendar/libraryworkshops>

**4. Ask a Librarian (Chat):**

<https://oneseach.library.utoronto.ca/ask-librarian>

### Supporting Yourself

Don't forget about your own research needs! You can also contact your [liaison librarian](#) for research consultations. University of Toronto Libraries delivers graduate-specific workshops on specialized and advanced topics offered through the Graduate Professional Skills Program. Find courses of interest listed on the [online calendar](#).