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.

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