

Embedded Librarian Tips for Learning Management Systems

- ❖ Target introductory and core courses that involve a research component.
- ❖ Create a discussion forum where students can ask questions. Encourage this instead of email – all students can learn from one another.
- ❖ Work with your IT department to gain TA or instructor-level access to courses in the learning management system. Some institutions create a “librarian” role for their LMS.
- ❖ Identify one or two librarians that can serve as “the face” for the course to add a more personal touch. However, also get a generic login account created so that all librarians can provide help, if needed.
- ❖ Post a welcome message at the beginning of the course to introduce yourself to students. Be informal. But also tell students about all the things you can help them with.
- ❖ Brainstorm “ready-to-go” posts to add to the LMS to generate discussion (e.g., Using Google Scholar, Evaluating Websites, How to Identify a Peer-Reviewed Journal).
- ❖ Work with the professor to encourage students to post to the discussion forum. For research papers, students could post their topics, search terms, and resources used. The librarian could then provide suggestions.
- ❖ Check your courses multiple times per day to respond to student questions. Set up email notification, if possible.
- ❖ Be upfront about your time commitment with the students: Post something like: “I’ll check this discussion forum 3 times per day during the week. If you need help during the weekend, call the library or chat with us online...”
- ❖ Don’t reinvent the wheel! Link out from the LMS to existing content on the library website such as topic guides (e.g., Libguides), tutorials, etc.
- ❖ Emphasize the various forms of research help available to students: in-person consultations, phone, email, IM.