

## A List of Dos and Don'ts from the Library

*Note: This work was derived from Susan Sword's Elmhurst College Library's "A Guide for Assigning Research Projects" Accessed at <http://library.elmhurst.edu/library-information/information-literacy/a-guide-for-assigning-research-projects>. Used with permission.*

### Do:

- State the learning objectives of your assignments.
- Give specific instructions in your research assignments.
- Explain to your students the level of research required for your assignment.
- Help students by narrowing their research topics.
- Give the electronic reserves password to your class, if you have materials on e-reserve.
- Collaborate with your liaison librarian when designing your research assignment.
- Ask your liaison librarian to create a course guide for your class.
- Schedule one or more sessions with your library liaison in your class.
- Require students to use materials and services found at academic libraries like the USM Libraries.
- Encourage your students to use books, journal articles and internet sources, according to your assignment needs.
- Specify a particular citation style to use when citing resources.
- Discuss plagiarism with your students and the consequences of plagiarism.
- Structure your assignments in intervals to allow students to consult with a librarian or to utilize Interlibrary Loan and other library services.

### Don't:

- Assume students have sufficient library skills, or rely on students' own assessment of their library skills.
- Limit students to particular journal titles. A more expansive number of good articles are usually found by searching the USM Libraries' databases by subject.
- Limit a student to one type of resource.
- Confuse internet sites with scholarly online journal articles.