

## Library Information Literacy Module Checklist for Faculty

### Before class begins:

- Update your welcome letter and syllabus
  - Remove any mention of the Library Research Workbook (LRW) and in-class exam and replace with the Library Information Literacy Assignment (50 pts) and online exam (50 pts)
  - Remove the LRW as a required text
- Familiarize yourself with Canvas, and the Library Information Literacy Assignment and Exam
- Schedule your Library Orientation with Division Assistant, Mallory Cronan ([Mallory\\_cronan@cuesta.edu](mailto:Mallory_cronan@cuesta.edu)) at SLO, or Librarian Laurie Buchholz ([laurie\\_buchholz@cuesta.edu](mailto:laurie_buchholz@cuesta.edu)) at NCC
- Change the due date of the LILA and Exam to match your syllabus
- Publish your ENGL 201A shell in Canvas (Students will not be able to access the assignment or exam if you do not complete this step)
- Add your assigned embedded librarian for LILA support (email [Mallory\\_cronan@cuesta.edu](mailto:Mallory_cronan@cuesta.edu) if you are not sure who your embedded librarian is). Be sure to select the librarian role