

Hidden Architectures Book Chapter Template

Estimated length of chapter: 2,500–4,000 words. Final chapter format should follow the Endnotes-Bibliography format in the *Chicago Manual of Style* (17th edition)

[Chapter Style Guidelines](#)

Not every question will be applicable to every program and that's okay!

Title [your institution]:

Subtitle: a unique phrase that describes your program in a nutshell

Population Served: What kind of institution do you work at? Who are the students there? How does this shape what your program does?

Program Scope: First year, all undergrads, capstone/thesis, something something? What types of instruction do you do - workshops? Tutorials? Online or in-person?

Operations: What is the staffing of your program like? It is in one department or otherwise distributed throughout the library? How does administration support the program? How do other librarians participate in the program? Does the information literacy program have a budget? How transparent are these operations to the teaching librarians who participate, to your administration, or to the library staff at-large? How does the program fit into other library initiatives or educational initiatives on campus?

Marketing : Are you actively recruiting one-shot instruction? How?

Collaboration: Do you lead workshops on information literacy on your campus? Who are your biggest allies on campus and how do you work together? How does reliance on others impact your program? What relationships do you need to sustain on campus? How do relationships change over time?

Assessment: How does your program navigate campus assessment processes? Do you have formal assessment or review of your program? How do you assess student learning? Are your program's values articulated in the assessment process? How? Do you participate in other campus assessment efforts?

Role of the one-shot: How does program relate to the one-shot? Is it an uneasy tension, your bread and butter, or something in-between?

Pedagogical Highlights: What do you teach in your program? Do you have a shared teaching philosophy? How do you create a community of practice around teaching? What is the role of IL inside and outside of the curriculum?

Administrative Highlights: Is there a way you administer your program that you're particularly proud of? A sweet calendaring system? A jazzy mission statement?

Information Literacy Coordinator Profile: How did you come to coordinate the teaching activities at your library? Is this role formal or informal? Is it in title or practice only? What percentage of your role is coordination? What percentage of the teaching or instructional workload are you expected to take? Does it rotate? While information literacy is becoming increasingly professionalized; many of us stumble into coordinator roles through happenstance. Sharing your journey helps us uncover the non-traditional paths we take into these roles and how that may inform our knowledge bases and program strategies.

What you wish people knew: What about coordinating your program surprised you? Has challenged you? Is there advice you would give to others? What kind of hidden labor keeps your program running? Are there skills that you had to develop that you didn't necessarily think you would need?