

Glendale College Library Information Competency Workshops

Introduction to the Library For New Students – Outline

Core Competencies:

- Develop and implement an effective search strategy appropriate for an information need by:
 - Differentiating various types of information sources (specialized encyclopedias, article databases, library catalogs, search engines, etc.) and the purpose of each.
 - Identifying search terms appropriate to the research tool and the topic.
 - Transferring previously learned research skills to new projects.
 - Locate and retrieve information by:
 - Using the library's print and online resources effectively.
 - Interpreting citations accurately.
 - Recognizing key elements of call numbers and URLs, and using them to locate library materials and Web sites.
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Preparation:

Get copies of the **Introduction to the Library for New Students** handout. For this workshop, the exercises are incorporated into the handout.

The **PowerPoint** with instructor notes is in the DemoDocs folder on the instructor's desktop. The PowerPoint presentation for students (without notes) is on the Workshop Materials page for this workshop.

Workshop Outline:

- Begin the workshop with **PowerPoint presentation, slides 1-8**, which provide a brief overview of our library resources and services. **(10 min)**
 - 1) Begin by welcoming students to the library, introduce yourself and the workshop: to introduce new students to what the library has to offer.
 - 2) Library Facilities and Resources: The Places and Things the library has to offer students. Go through each bullet point, stressing that a reference librarians' primary duty is to help the students.
 - 3) Information Resources available to students, presenting here in print vs. electronic form. Stress that we don't have electronic access to CD's and cassettes, and that WWW is not available in print.
 - 4) Library hours for Fall/Spring semesters and intersessions; access to electronic resources is available remotely 24/7.
 - 5) Mention other (FREE) options students have if GCC doesn't have what they need.
 - 6) Circulation policies. You might want to mention that there is no fee for borrowing, but that there's a \$0.20 per day fine for late books (which can be avoided by renewing books by the due date). Reserve books have a fee of \$1.00 per hour (for the 2-hour Lib use only) and \$2.00 per day for overnight, 3-day, and one-week reserves.
 - 7) Online catalog has more than just books! This slide shows different material types available in the catalog and location for each type. Point out that e-books and WWW don't have a physical location because they are only accessible electronically.
 - 8) Last slide before online demo: Explain location, call # and availability, and that students should pay attention to these fields.

NOTE: I make sure I mention the content of those last four slides, but find it difficult to remember to get back to the PPT slides. Most of that information is on the handout. It's up to you.

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- **Online Catalog Demo:** Next, GO to the library homepage and show students where to access the online catalog (1) tab at top of page and (2) "Find Books and more" link under Research. Show students a simple keyword search "Computers" and (a) how to read the location, call#, availability on from the **hit list**, and (b) click on an item from the hit list (maybe one that shows "multiple item statuses") to show students the **item record**. Also show the box where students can select "Type of Search" and demo a second search using "Computers" as a Subject Keyword **(3 min)**
 - **Exercise #1. (7-10 min)**
 - Give students time to complete exercise #1 on their own, if some students finish early, have them start Exercise #2 if they feel comfortable to do so on their own.
 - Go over Exercise #1 and answer any questions **(3 min)**
 - Intro to Article Databases **(5 min)**
 - Article Databases have more than just articles from periodicals; there are also encyclopedia articles, electronic books and more. Mention full-text (and provide a brief definition of what this means), print and email options available in all databases.
 - From the library homepage and show students where to access the article databases (1) tab at top of page and (2) "Find Articles in Databases" link under Research. Show students the "Database Descriptions" link and the "Article Databases A-Z" link and briefly talk about the usefulness of each.
 - **Exercise #2 (10 min)**
 - Do Exercise #2 as a class and answer any questions. Maybe show students the "cite this" link if there is time (but make sure to mention that computer generated citations are not always 100% accurate).
 - **Library Homepage** – Go to library homepage and show students where to access each of these various pages on our web site. First two are review
 - Catalog** and "Find Books and more"
 - Article Databases** and "Find Articles in Databases"
 - Find Books in Other Libraries**
 - Citing Sources**
 - Borrowing & Circulation**
 - Interlibrary Loan Request**
 - Workshops** (including Workshop Descriptions) and Sign up for Workshops
 - Library Credit Courses**
 - Tutorials & Guides** (including Evaluating Web Pages, Database search guides, GCC Research Guides)
 - General Info and Policies**
1. Wrap up and thank you. Remind students again that the reference librarian is here to help them.