Cleveland State Community College Library

Policy and Procedure

2.1 Library Instruction

Policy:
As part of the library’s mission to help students develop “basic (information) research skills and the ability to evaluate information resources,” the library provides a variety of instructional services, including group information literacy instruction for students, faculty, and staff, one-on-one instruction, electronic instruction, and distance instruction.

Procedures:

A. Group Library Information Literacy Instruction
Group information literacy instruction classes for students are designed to meet the specific needs of faculty, students, and course research assignments. According to faculty request, courses may be offered to provide general introduction to the library (physical orientation and the library catalog), or to provide assistance in accessing and searching discipline-specific information resources such as databases.

The library provides instruction for faculty and staff through hands-on workshops introducing current technology to aid productivity and research.

B. One-on-One Library Instruction
One-on-one instructional assistance with research and technology is provided by librarians and library staff through reference interactions. In addition to face-to-face interactions at the reference and circulation desks, the library provides instructional assistance via telephone, e-mail, and social media. This assistance is available on a walk-in basis, no appointment required.

C. Electronic Instruction
The library has incorporated LibGuides into instruction. LibGuides provide students with a portal into discipline and course-specific library research. In addition to organizing and prioritizing information resources into types of materials (such as books, articles, and websites), LibGuides offer students access to a carefully curated selection of instructional materials such as database tutorials and videos.
The flexibility of LibGuides allows them to be adapted for specific courses, instructors, and research assignments, and to include interactive instructional tools such as videos and quizzes that engage a variety of student learning styles.

The library has also developed a customized version of SearchPath, a self-paced electronic tutorial on information literacy. Each SearchPath module introduces students to one aspect of information literacy, such as choosing a topic, finding articles, and citing sources. Quizzes are offered at the end of each module to test student knowledge. SearchPath can be added to LibGuides or as a link in Online@CSCC, the college’s online learning management system.

**D. Distance Library Instruction**
LibGuides provide subject and course-specific access to nearly all electronic library resources, and they are available for all off-site and dual-enrollment students. SearchPath is also available to off-site and dual enrollment students through the college’s online portal, CougarNet. Off-site and dual enrollment students also have access to research assistance through telephone, e-mail, and social media.

**E. Scheduling**
Group library information literacy instruction courses are typically scheduled in the library’s instructional computer lab. Upon faculty request, classes can be scheduled on off-site college locations, including Athens and Monroe County.

Please schedule all classes at least one week in advance. In order to allow us to provide the most relevant information and research resources to your students, we ask that:

1. Faculty share research or library assignments with librarians at least a week before the scheduled class.
2. Faculty attend library classes. This helps librarians to ensure that we are providing students with the most relevant information.

Contact the library at library@clevelandstatecc.edu or 423-478-6209 to schedule classes. A librarian will contact you to confirm all scheduled classes via e-mail.