



Library Instruction @ Richland College

Dear Richland Faculty,

We have an active, multi-faceted, *award winning* library instruction program for you and your students. Recent research has shown that information literacy training improves course completion, student retention, and grade performance. Encourage your students to attend the classes *early in the semester*. *Classes begin January 31 and end April 5*. We offer:



Research 1: Introduction to the Richland College Library classes. These classes are designed to help students learn about research strategy so they can complete their research requirements. If you want your students to have a *library orientation* or a tour of the library, please request that they attend one of these classes.



Research 2: Electronic Research--Sources and Strategies. Students learn to locate information, periodical, and newspaper articles in electronic databases; learn to use the library's electronic catalog to search for books and media; and learn to identify quality Web sites.



Research 3: Avoiding Plagiarism and Documenting Sources covers the basics, as well as changes included in the 1998 edition of the MLA Style Manual and the 2003 edition of the MLA Handbook. This class is also available in eCampus. Directions are given at: <http://www.rlc.dcccd.edu/library/infolit-ol/selfenroll.htm>.

Each class is offered at a variety of times so students can attend at their convenience (so you don't have to use valuable classroom time). We provide separate proof of attendance slips for each class for the student to turn in to you.

If your students cannot attend one of our classes, they may complete our exercises for Research 1, Research 2, and Research 3. We will grade the exercises and provide proof of completion. *Students completing one class or exercise in each category (three classes in all) will receive an Information Literacy Certificate from the library.*

We provide links to several **information literacy tutorials** that your students can access on our Library Instruction Web site at: <http://www.rlc.dcccd.edu/library/infolit.htm>.

We welcome your participation in our Library Instruction Program and we want to provide the best possible assistance to your students.



Students attending our classes will also learn about two exciting new resources that will help them be more successful in their classes. The first is **ASAP: A Student Assignment Planner**. ASAP will help students manage a research project as well as provide links for research assistance at each step of the process. Explore this resource at: <http://www.myasap.net>.



The second new resource is **NoodleTools**. NoodleTools will assist students in creating accurate MLA Works Cited lists and parenthetical notes. This will save students time and lighten your grading load. Take a tour of NoodleTools at <http://0-www.noodletools.com.library.dcccd.edu/tour>. Examine the features of NoodleTools at <http://0-www.noodletools.com.library.dcccd.edu/index.php>.

Here are some ways you can help us provide better service and instruction to your students:

- ▶ *Require your students to attend several of our scheduled library instruction classes or complete our exercises. Our surveys indicate that most students attend **only** when it has been required by an instructor or when given “**extra credit**.”*
- ▶ *Students who plan to transfer to a four-year institution will be expected to know how to conduct research using electronic resources such as subscription electronic databases and the Web.*
- ▶ *Technology is revolutionizing the way we do research. Our classes on using subscription databases and evaluating Web resources will give your students a good foundation for the future.*
- ▶ *If you bring a class to one of the scheduled Library Instruction classes, please schedule in advance, and remember that other students will also be present. Our classroom has seating for a total of 24. Please **arrive promptly** and take care of any classroom tasks (handing out papers, discussing assignments, etc.) **after** our presentation is completed.*
- ▶ *Inform your students that individuals or small groups of students can receive expert research assistance at the Reference Desk. They can also make an appointment with a Reference Librarian for even more in-depth help.*

We encourage you to bring your classes to the library. However, we ask that you *not* “just drop in.”

- ◆ Give us a call a **week** before you bring your class to the library so we can make sure that others have not already reserved that time. We prefer to schedule only one class in the library at a time in order to ensure your students adequate seating, equipment, and research assistance.

We want to help your students with their research and keep their frustration in searching for library resources to a minimum.

- ◆ Let us know of any special projects your classes may be working on. We may be able to identify useful research materials, make suggestions on search strategy, or put important sources “On Reserve” or on “**Assignment Alert**” carts so they will be available to all students.
- ◆ Library “treasure hunt” assignments in textbooks and library assignments used in other libraries may need to be adapted to the materials available in the Richland Library. We would be happy to give an assignment a test run and suggest necessary changes. We can also provide you with a **current** copy of our customized library assignment, “Library Practice for Richland Students,” found on the web at <http://www.rlc.dcccd.edu/library/pdfs/master.pdf>. A similar library practice for ESOL students may be found on the Library Web site at <http://www.rlc.dcccd.edu/library/pdfs/ESOLLibEx.pdf>.

We can also instruct individual classes on how to locate information on special topics.

- ◆ If you wish to schedule library instruction on how to locate information on special topics (e.g., film criticism, Shakespeare, science fiction, careers, etc.) please notify us **two weeks** in advance. Our calendar fills up quickly. If you need **general library instruction** or a **library orientation** class, please ask your students to attend one of the Research 1: Introduction classes listed on our schedule. Other options for classes include the Library Practice Exercise or one of the online tutorials at <http://www.rlc.dcccd.edu/library/infolit.htm>.
- ◆ A current schedule of our **Fall 2007 Library Instruction Classes** is attached and is available on the Web at <http://www.rlc.dcccd.edu/library/pdfs/litcc.pdf>. If we can be of further assistance, or if you have any questions, please call 972-238-6082, e-mail us at richlandlibrary@dcccd.edu, or stop by the Library Reference Desk and talk to:

*Sharlee Jeser-Skaggs, Gary Duke, Alice Fulbright,
Amy Ferguson, Doris Smith, or Jeanetta Burnham*