Information Literacy Program

I. Mission

A. Ensure students and campus community members are information literate – able to identify and use information appropriately in academic, job-related and personal contexts.

II. Goal

A. Teach members of the campus and community to be effective users and producers of information to meet their current academic needs and prepare them for a lifetime of learning and of responsible leadership.

III. Objectives

A. Provide campus community with basic understanding of the facilities

B. Acquaint campus community with library collections, services & policies

C. Foster further contact between library staff and campus community

D. Teach individuals to locate, evaluate and use resources effectively & ethically

E. Promote lifelong learning and the continual development of information literacy skills

IV. Types of Information Literacy Instruction

A. Open House (Objectives A, B, C)

1. Requirement of UE 100 course sections

2. Interactive self-guided tour available 2-days each fall semester

3. Spring and Summer sections provided with guided tours

B. Building Tours (Objectives A, B, C)

1. Geared to new faculty and off-campus groups

2. Walking tour of the facility

3. Explanation of Summon Discovery Service and LC classification system, basic library card and check out policies, interlibrary loan, reserve materials, reference department and periodicals, archives, computer lab, and government documents
C. General Orientation (Objectives C, D, & E)

1. Geared for initial visit to ENG 102 course and other lower level courses
2. Preliminary discussion of the research process
3. Demonstration of basic search strategies and general (multi-discipline) library resources

D. Subject Instruction (Objectives C, D, & E)

1. Geared for 2nd visit to ENG 102 course sections and upper level courses or courses involving research projects and developed with the assistance of the faculty member
2. Resources appropriate to subject/research project are identified
3. Specific databases and other online resources appropriate to class are demonstrated and explained
4. Subject handout and/or LibGuide developed with appropriate print, periodical, electronic, and online resources indicated
5. Hands-on training time is built into sessions
6. Class exercise or project activity may be developed with instructor

V. Information Literacy Instruction Guidelines for Faculty

A. Notice

1. Advance notice is required to schedule any type of information literacy instruction (including library tours), please contact the Reference & Instruction Librarian at ext. 9729
2. Subject orientations require a minimum one week notice in order to prepare handouts. A two or more week notice is necessary to prepare any class exercise or activity

B. Involvement

1. Faculty involvement is strongly encouraged for all types of information literacy instruction and required for subject orientations
2. Faculty members must help plan the content of the sessions with the Reference & Instruction Librarian and provide specific topics relating to the students’ research