

Library Levels of Instruction

The following levels of Library skills instruction and special sessions can be scheduled in a “mix and match” fashion per your needs.

A follow-up to the Level I or II session is highly recommended. This can be a working class, or a combination of working class with a special session, or possibly two special sessions combined. Librarians can suggest combinations, provide topics, or work with faculty to customize the instruction.

Advance scheduling of 1 – 2 weeks is highly recommended (excluding Tours).

LEVEL I: Library Services & Access to Resources

50-minute session

1) Library Services

- a) Navigation and organization of the Library website
- b) Location of links to information on Library services and policies

2) Introduction to Researching

- a) “Finding Information” section: to identify the many types of resources available
- b) “Research by Subject” section: to introduce various researched subject/topic links (compiled by librarians) which include specific databases and web sites
- c) “Cite Sources” and “Evaluate a Web Page” links briefly identified

3) Online Catalog: Introduction to AlleyCat

- a) Identification of the scope and types of resources contained in AlleyCat
- b) Demonstration of a “search” and how results can be organized
- c) Brief introduction to Library of Congress Classification System (subjects, call numbers) and its use in locating resources and researching

4) Databases

- a) How to search for periodical articles in databases; how to get information about their scope and delivery
- b) Fee-based vs. web-based information
- c) NetID account: its purpose and how to create one

5) Web Sites

- a) Using web sites for research
- b) Use of librarian-evaluated web sites

LEVEL II: Access to Resources with Advance Features; Brief introduction to Citing and Evaluating Resources Using the Library System Web Site

NOTE: To take this session, students should be familiar with CCAC Library services and the CCAC Library web site, or have taken the Level I session, or successfully taken the online tutorial.

50-minute session

- 1) *Library Services*** (Same as Level I but brief)
- 2) *Introduction to Research*** (Same as Level I with additional concentrations)
 - a)** Importance of citing and citations: using "Cite Sources" Library
 - b)** Need for using criteria to evaluate information from WWW
- 3) *AlleyCat Online Catalog*** (Same as Level I with additional concentrations)
 - a)** Advance searching
 - b)** How to refine a search
- 4) *Databases*** (Same as Level I with additional information)
 - a)** More vendor and licensing issues
 - b)** Document formats
 - c)** Identifying scholarly resources
- 5) *Web Sites*** (Same as Level I with additional information)
 - a)** Use of the "evaluating a web page"
 - b)** Use of the "search the web better"

Special Session I: EVALUATION

This 25 – 50 minute session concentrates on the evaluation of resources in more depth than is possible in the 50-minute Level II session. Issues such as bias, audience, and point-of-view in print and non-print materials are discussed. Web-based resources and the criteria used in evaluating them are covered.

Special Session II: CITATION

This 25 - 50 minute session focuses on how to cite print and non-print resources; different styles and manuals are identified. Emphasis is placed on electronic resource citing.

Special Session III: Customized Instruction

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### ***TOUR***

This 10 -15 minute walking session introduces students to the physical layout of the Library, pointing out resources and areas such as reference and circulating books, audio-visual materials, computers for research, and other tools in the Library. Services and policies are emphasized.

***WORKING CLASS*** (Ideally, this session should follow a Level I or Level II session.)

This 25 – 50 minute session allows students time for hands-on research with librarian support. Students may ask for help with research themes and search strategy development.

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Scheduling Library Instruction Sessions

To arrange a session, instructors need to contact a librarian at the campus where the session will be given. We recommend that prior to contacting a librarian, instructors review the Description of Sessions and the Library Instruction Request Form.

Instruction may be arranged in a variety of ways:

Walk-in – meet with a librarian at your library; we recommend that instructors print and complete the Library instruction Request Form prior to visiting

Phone – speak with a librarian at your library's reference desk:

Allegheny: 412-237-2768

Boyce: 724-325-6798

North: 412-369-3602

South: 412-469-6374

E-mail – contact a librarian via e-mail; see Who's My Librarian? for addresses