

3.8.2 The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. **(Instruction of library use)**

Compliance Partial Compliance Non-Compliance

Narrative:

The Learning Resource Center (LRC) at Chattahoochee Valley Community College (CVCC) provides regular and timely instruction in the use of library and information resources. The content of and the delivery mechanism for the library instruction are based on the needs of the instructor and the diverse users.

Ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources

Variety of Library Instruction

1. Library instruction for college orientation classes

Library instruction is offered for two college orientation classes, [Orientation to College \(ORI101\)](#) and [Orientation and Student Success \(ORI105\)](#). ORI101 is designed to aid new students in their transition to the institution, and ORI105 is to orientate students to the college experience by providing them with tools needed for academic and personal success. The library orientation for both classes provides an overview of library policies, library services, and library resources. All students are required to complete a Library Orientation Project as one of the graded assignments for both ORI101 and ORI105 classes. The Library Instruction Survey is administered after each class, and comments are used to improve instruction sessions. An average of 97% of surveyed students expressed their satisfaction with the library instruction for the last four semesters.

The Library Instruction Evaluation Results 2011-12

Semester	Satisfaction Rate
Fall 2012	96.8%
Summer 2012	98.4%
Spring 2012	97.9%
Fall 2011	95.5%

The majority of library instruction for ORI101, ORI105, and other course specific sessions is offered in the Genealogy Room in the library. The Genealogy Room is equipped with a video projector, a screen, and a lap top computer. Librarians conduct the sessions using Microsoft PowerPoint presentation software. All other library instruction requested by individuals or groups is held in the library unless user(s) requested otherwise.

2. Library Instruction for college new employees

In 2011, the library instruction was incorporated into the college [New Employee Orientation](#) program. The Library Director provides a general library information session to the new employees.

3. Library instruction for specific disciplines and courses

Specialized instruction sessions are available to all college disciplines and courses. Instructors

are encouraged to incorporate the library orientation in their [syllabus](#) and schedule the instruction sessions with librarians at the beginning of each semester. Librarians will design the content of the orientation based on the requirements by the instructor. The focus of each session is on effective methods of finding reliable information in the subject area. The librarian demonstrates how to use the library catalog, e-books, online databases, and other resources.

4. Library instruction for other individuals and groups

Librarians also provide library instruction to faculty, staff, students, and community members individually or in groups. User(s) can schedule a library instruction session by phone, by email, or online through the [library blog](#). The content of each session will be tailored to the needs of the [requesters](#).

5. Library Instruction Blog

The purpose of the Library Instruction blog is to provide students with a centralized platform to access library instruction materials with the same general content as the on-site library instruction. Students absent from the on-site library orientation session, or those who desire to see the content after the class, may access the materials through the Library [Instruction blog](#).

Summary of Resources and Services Available on the Library Instruction Blog

Resources/Services	Targeted Users	Information Available
Virtual Reference	All users	<ul style="list-style-type: none"> • Online chat with library staff for any questions • Available during library business hours
Library Orientation for ORI101 and ORI105 Slide Show	ORI101, ORI105	<ul style="list-style-type: none"> • Guide for using library resources and services • Can be watched online, downloaded, printed, and shared with other social networks
Library Orientation for ENG101	ENG101 and all other interested users	<ul style="list-style-type: none"> • Guide for using library resources • Resource evaluations • How to avoid plagiarism
Library Orientation for ENG102	ENG102 and all other interested users	<ul style="list-style-type: none"> • Guide for using library resources • Recommended resources for ENG102
Library Orientation on Psychology Research (PSY 1000)	Troy University PSY1000	<ul style="list-style-type: none"> • Guide for using the resources • Recommended resources for the class • Can be printed and downloaded
Library Online Tutorials	All users	<ul style="list-style-type: none"> • Guides for using online database, e-books, and online catalog • Guides for using other library related resources
Library Instruction Evaluation Form	Users taken orientation classes	<ul style="list-style-type: none"> • Evaluate the content of the evaluation • Evaluate the orientation instructor

6. Distance Education

The library offers distance education students a convenient way to access the library instruction resources. The LRC on [Blackboard](#) provides distance education students access to all the library instruction resources as the on-site students. Also, the library staff offer telephone, email,

and virtual (online chat) library instruction and support to all distance learning students.

SUPPORT DOCUMENTATION
<u>Library Orientation Presentation for ORI101 and ORI105</u>
<u>Library Instruction Evaluation Fall 2012</u>
<u>Library Instruction Evaluation Summer 2012</u>
<u>Library Instruction Evaluation Spring 2012</u>
<u>Library Instruction Evaluation Fall 2011</u>
<u>New Employee Orientation</u>
<u>Library Instruction for Specific Disciplines – Nursing 105 Syllabus</u>
<u>LRC Instruction Request Form</u>
<u>Tailored needs request – Nursing Orientation</u>
<u>Library Instruction Blog</u>
<u>Virtual Reference – Library Instruction Blog</u>
<u>Library Orientation Project for ORI101</u>
<u>Library Orientation Project for ORI105</u>
<u>Library Orientation Presentation for ENG101</u>
<u>Library Orientation Presentation for ENG102</u>
<u>Library Orientation Presentation for PSY1000 (Troy University)</u>
<u>Library Online Tutorials</u>
<u>Library Instruction Evaluation Form</u>
<u>LRC on Blackboard</u>