

Library Instruction - Project Plan

Overview

Library instruction is moving away from the bibliographic instruction model of tool overview and use. The new initiative is the information literacy model which attempts to make wise information consumers of our students. This process begins with task definition and leads the student through defining a strategy, locating and accessing information, using and synthesizing information; finally ending with evaluation of their project.

This plan is a review of what has been done since July 2004 and what is planned after August 2007. It includes the entire process of how the program has been transitioned from Bibliographic Instruction to Information Literacy. Not just the classes themselves, but everything that has gone into moving us in this direction.

Objectives

Program Management

- To centralize the management of our instruction program
- Creating easy to access calendar of instruction sessions
- Formalize request process through one librarian
- Create informational pages for library web page about program and classroom
- Create sign up web form to schedule sessions or use classroom
- Keep instruction classroom up-to-date with technology and furniture (see related project plan)

Program Promotion

- Send emails to entire college staff each semester promoting program
- Focus efforts on Writing 1 and 2 classes as foundations for information literacy
- Create informational pages for library web page about program and classroom
- Create sign up web form to schedule sessions or use classroom
- Double number of instruction sessions offered before Instruction Services Librarian hired.
- Create flyer for faculty that explains program
- Work with Center for Teaching and Learning to include faculty and promote changes to program.

Information Literacy Initiative

- Create outcomes for program based on ACRL Standards
- Create Information Literacy Team of Librarians and Faculty Members (see related project plan)
- Create sessions that increasingly include the Information Literacy model over the Bibliographic Instruction model
- Create tutorials that support more tool-use and point-of-need instruction to supplement formal sessions (see related project plan)

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- Create alternative library tour options to replace instruction based tours (see related project plan)
- Create various handouts to support instruction sessions provided
- Update research help web page to include resources to support information literacy needs (see related project plan)
- Benchmark our students information literacy skills
- Assess students development of information literacy skills

Staff Support

- Provide opportunities for Instruction Services Librarian to increase knowledge of instruction design and information literacy. This includes programs such as ACRL's Immersion tracks, NELINET events and related conferences.
- Time to participate in support organization such as NELIG, ARC, CMRLS and others

Project Team

Sara Marks, Instruction Services Librarian: Project lead 2004-
Deb Verhoff, Reference Librarian 2006-07

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Project Timeline

Summer 2004	<ul style="list-style-type: none">• Sara Marks, Instruction Services Librarian hired• Public folder created and used to schedule sessions.• Sara takes over scheduling sessions• Creation of standard reservation form• Number of sessions from previous year: 68
Fall 2004	<ul style="list-style-type: none">• Email promotion of program begins with emails to college staff and specifically to Writing 1 and 2 instructors.• Sara takes over majority of instruction sessions• Web pages created to inform faculty and students about the instruction program and instruction classroom• Web forms are created to allow faculty to schedule classes or request to use classroom• First Tech Fair held to provide basic instruction of library technologies
Spring 2005	<ul style="list-style-type: none">• Satisfaction surveys are created and instituted to get begin providing some feedback on sessions• With assistance of Reference Intern, a collection of supplemental handouts are created about various library tools.
Summer 2005	<ul style="list-style-type: none">• Decision made to hire a third reference librarian• More supplemental handouts created for evaluation of web pages, using Boolean and developing search strategies• Web pages updated to provide research help to match sessions and handouts.• Total number of sessions from previous year: 92
Fall 2005	<ul style="list-style-type: none">• Writing 1 session re-designed to introduce students to library and introduce more information literacy tools. This includes a pre-test and an assignment for the students to search for, find and check out a book• Discussion begins on moving instruction classroom into poorly used lab.• Participate in second Tech Fair using new video only tutorials about library technology.• Purchase instructors podium• Sara Marks participates in NELINET workshop on assessment• Sara joins advisory committee for Faculty Center (later renamed Center for Teaching and Learning)

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Spring 2006	<ul style="list-style-type: none">• Move into new instruction classroom• Double the number of computers available for students in classroom• Writing 2 sessions re-designed to build upon what students learned in Writing 2.• Sara Marks presents her method to teaching webpage evaluation at NELIG meeting.• Compare our instruction program to ACRL Information Literacy standards.• Sara Marks participates in NELINET workshop on assessment,
Summer 2006	<ul style="list-style-type: none">• Debbie Verhoff is hired as new Reference Librarian• Sara Marks participates in ACRL's Immersion program• Total number of sessions from previous year: 96• Faculty Podcast Tours begins development
Fall 2006	<ul style="list-style-type: none">• Writing 1 session redesigned to include information cycle and to connect students current searching habits to task definition.• Began designing assignment-based sessions to focus students on research needs for assignments.• Research Help page created in webpage redesign.• Participate in third Tech Fair using video only tutorials about library technology.• Sara sits on advisory committee for Faculty Center (later renamed Center for Teaching and Learning)
Spring 2007	<ul style="list-style-type: none">• Writing 2 redesigned to build upon feedback from Writing 1 sessions. Included element of mind mapping.• Information Literacy Team plan created.• Sara participates in NELINET workshop on designing information literacy tutorials• Begin updating instruction handout selection• Satisfaction surveys moved from paper to virtual surveys• Sara Marks and Deb Verhoff participate in Blackboard course management system for instruction and library promotion

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Summer 2007	<ul style="list-style-type: none">• Information Literacy Team begins meeting.• Outcomes created for program• Sara Marks and Deb Verhoff present session on Info Lit in Center for Teaching and Learning• Instruction flyer created• Instruction management moved onto wiki• Instruction calendar moved onto wiki• Total number of sessions from previous year: 126• Do It Yourself Tutorials created• Library tour project plan created• Clickers purchased to use for assessment in sessions
Fall 2007	<ul style="list-style-type: none">• Redesign of Writing 1 session to include more information literacy• Move away from one-shot instruction sessions• Work with Graduate and Continuing Education to build library into Blackboard environment for MBA program• Finalize outcomes and begin assigning• Search to replace Deb Verhoff• Begin working on library tour options• Reference and Instruction student assistant begins• Create plan for use of clickers in sessions• Sara Marks sits on Curriculum Committee to begin process of putting information literacy in curriculum of college
Spring 2008	<ul style="list-style-type: none">• Begin reviewing options for benchmarking our student's skills for assessment purposes.• Redesign Writing 2 session to include more information literacy• New reference librarian will begin (Jean Missud's replacement)