Policy 13.12 Information Literacy Instruction and Use of Facilities

1.0 Scope
This policy covers information literacy instruction and the use of the library's spaces by the college community.

2.0 Responsibilities
The Library is charged with the responsibility of information literacy for the college. The Library is also responsible for managing the   use of the library's spaces. This policy applies to the college community.

3.0 Definitions
The Brightpoint Libraries adheres to the American Libraries Association's ACRL (Academic College and Research Libraries) definition and standards for information literacy, "Information literacy is the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning."

4.0 Policy
Information literacy instruction is offered by librarians; library orientations may be offered by librarians or library staff. The Library Labs are available for faculty and staff use.

Information Literacy Instruction
Information literacy instruction is offered by library staff on both campuses and online, as well as at dual enrollment sites. Faculty and staff may reserve the Library Labs for use during class sessions, testing, and other academic purposes.

Information literacy sessions can be customized to meet the needs of the instructor, students, and course. A typical session provides an overview of the library services and instructs students on effective searching, proper use of information, and utilizing library resources to locate information. Instructors may select other topics related to information literacy including citation, plagiarism, evaluating sources, locating scholarly information, annotated bibliographies, industry specific research, and other topics integral to the research process. Presentations usually involve student participation and active learning techniques.

Use of Facility
Instructors and staff may reserve the Library Labs for instruction, testing, and other academic purposes. Computers in both libraries have Microsoft Office. Arrangements can be made to accommodate subject/class specific licensed software packages, if feasible.

5.0 Procedure
Information Literacy sessions and use of facilities may be scheduled on the library website. Instruction may be based on librarian's availability.

To schedule an information literacy session:
- Complete the Request Library Instruction Form, found on the library web site, preferably two weeks prior to chosen date.
- Please allow additional time when planning a custom session.

To schedule the Library Labs, complete the Library Lab Reservation Form, found on the library web site.