

Policy 13.12 Information Literacy Instruction and Use of Facilities

13.12.1 Purpose

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

13.12.2 Policy, Information Literacy Instruction

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, 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.

To schedule an information literacy session:

- Complete the [Request Library Instruction Form](#), preferably two weeks prior to chosen date.
- For customized instruction, please contact library staff, preferably three weeks prior to plan a custom session.

Instruction may be based on librarian's availability.

13.12.3 Use of Facility

Instructors and staff may reserve the Library Labs for instructional, 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.

To schedule the Library Labs:

Complete the [Library Lab Reservation Form](#)