**Title: Finding Information @ University Library: Get a head start!**

**Aim:**

To provide students with an introduction to the library website and key services, and to give a brief introduction to finding journal articles using databases.

**Group**

This group will consist of 22 first year undergraduate students. The students are assumed to have basic to intermediate general ICT skills. The reason the group numbers 22 is because this is the largest number of students that can attend each class considering the space and resources provided to the library for this purpose. This class would be one of several identical classes run during the first few weeks of semester. As there were over 16,000 commencing students at University in 2010, demand is expected to outweigh places available.

**Objectives**

By the end of this course participants will be familiar with:

* the University library website and MyLibrary
* the catalogue search tool
* the summon search tool
* resources available via University library
* database resources provided by University library
* the process of developing an affective search strategy from an assignment question
* how to avoid plagiarism
* library services for students

**Learning Outcomes**

On completion of the training course participants with be able to:

* Use the library website to find course resources
* Use MyLibrary to request or renew an item
* Search the library catalogue for a variety of material
* Find key resources using subject guides
* Select an appropriate database
* Create a simple search strategy
* Understand the importance of correct referencing
* Know where to seek further help

**Programme**

9:00 Introduction

9:15 Getting Started @ University Library

10:30 Morning Tea

11:00 Finding journal articles for your assignments

11:45 Referencing and avoiding plagiarism

12:00 Other Library Services

12:15 Evaluation form

12:30 Close

**Course Outline**

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| Time | Key Points | Delivery method | Resources | Duration |
| 9:00 | Introduction – Course outline and objectives | Face to face, PowerPoint | Course handout, PC linked to projector | 10-15 min |
| 9:15 | Getting started – library homepage and MyLibrary | Desktop projection | 22 PCs, PC linked to projector | 10-15 min |
| 9:30 | Summon searching – modifying and limiting search | Desktop projection, class participation | 22 PCs, PC linked to projector | 10-15 min |
| 9:45 | Catalogue searching – title/keyword searches | Desktop projection | 22 PCs, PC linked to projector | 10-15 min |
| 10:00 | Exercises | PowerPoint slide and discussion | 22 PCs, PC linked to projector | 10-15 min |
| 10:15 | Questions? | Face to face, group discussion | none | 15 min |
| 10:30 | Morning Tea |  | Catered | 30 min |
| 11:00 | Finding Journal articles for your assignments | PowerPoint | PC linked to projector | 10-15 min |
| 11:15 | Databases – selection and searching | Desktop projection | 22 PCs, PC linked to projector | 10-15 min |
| 11:30 | Constructing search strategies - keywords and operators | PowerPoint, brainstorming exercise | Course handout, PC linked to projector, whiteboard and markers | 15 min |
| 11:45 | Referencing and avoiding plagiarism | PowerPoint and desktop projection | 22 PCs, PC linked to projector | 10-15 min |
| 12:00 | Other library services | PowerPoint and desktop projection | 22 PCs, PC linked to projector | 10-15 min |
| 12:15 | Evaluation form | online | 22 PCs | 10 min |
| 12:30 | Close |  |  |  |

**Promotion**

The training will be promoted on a booklet in an orientation pack sent out after enrolment along with other activities, including o’week entertainment and faculty/school induction lectures. An A2 poster with class timetable will be posted before the semester commences.

A shortened timetable on an A5 card can be handed out to students who see staff at the Research Help desk or who attend library tours (currently held). These tours are extremely popular and are on a short University orientation checklist at [website].

The courses would also be advertised on the MyLibrary site and a notice put in the Important Information section of staff and students’ MyUniversity page. These would contain hyperlinks to both a short outline of the course and a booking tool.

**Delivery**

The session will be delivered over one morning in the Library’s ezone 3, which contains 22 PCs and a PC linked to a projector. This room (one of several ezones on the main campus) has been designed specifically for information literacy classes. It is possible to hold several classes simultaneously in a number of these rooms, although most teaching ezones contain only 18 student PCs.

In the past it has been shown that there is a lot of interest in library “finding information” classes toward the beginning of semester and then very little after a few weeks. The plan would be to create a class “blitz” for these first few weeks to try and meet the massive demand from students.

The session is meant to be one of several identical classes held at different times and on different days of the week during the first few weeks of semester. Classes could also be held from 1pm-4:30pm (including afternoon tea break) and it is also possible to hold evening classes from 4:00-7:30pm.

Although I have modelled the time frames on current courses, and allowed extra time for questions, the broad content of the course means it is a lot of information for new students to absorb in one morning. In order to ensure that students are not left feeling bombarded with information attendees are given a booklet/handout with some key points from the course.

**Evaluation**

The session will be evaluated on a standard online evaluation form/survey designed by the Managers of the Teaching and Learning Service for the development of the information literacy program according to Library Policy and Procedure. This is filled in by students before they leave the class. A similar form (designed for current faculty specific classes) can be found at [website]