Library Levels of Instruction

The following levels of Library skills instruction and special sessions can be scheduled in a “mix and match” fashion per your needs.

A follow-up to the Level I or II session is highly recommended. This can be a working class, or a combination of working class with a special session, or possibly two special sessions combined. Librarians can suggest combinations, provide topics, or work with faculty to customize the instruction.

Advance scheduling of 1 – 2 weeks is highly recommended (excluding Tours).

LEVEL I: Library Services & Access to Resources

50-minute session

1) Library Services
   a) Navigation and organization of the Library website
   b) Location of links to information on Library services and policies

2) Introduction to Researching
   a) “Finding Information” section: to identify the many types of resources available
   b) “Research by Subject” section: to introduce various researched subject/topic links (compiled by librarians) which include specific databases and web sites
   c) “Cite Sources” and “Evaluate a Web Page” links briefly identified

3) Online Catalog: Introduction to AlleyCat
   a) Identification of the scope and types of resources contained in AlleyCat
   b) Demonstration of a “search” and how results can be organized
   c) Brief introduction to Library of Congress Classification System (subjects, call numbers) and its use in locating resources and researching

4) Databases
   a) How to search for periodical articles in databases; how to get information about their scope and delivery
   b) Fee-based vs. web-based information
   c) NetID account: its purpose and how to create one

5) Web Sites
   a) Using web sites for research
   b) Use of librarian-evaluated web sites
LEVEL II: Access to Resources with Advance Features; 
Brief introduction to Citing and Evaluating Resources 
Using the Library System Web Site

NOTE: To take this session, students should be familiar with CCAC Library services 
and the CCAC Library web site, or have taken the Level I session, or successfully taken 
the online tutorial.

50-minute session

1) Library Services (Same as Level I but brief)

2) Introduction to Research (Same as Level I with additional concentrations) 
   a) Importance of citing and citations: using “Cite Sources” Library
   b) Need for using criteria to evaluate information from WWW

3) AlleyCat Online Catalog (Same as Level I with additional concentrations) 
   a) Advance searching
   b) How to refine a search

4) Databases (Same as Level I with additional information) 
   a) More vendor and licensing issues
   b) Document formats
   c) Identifying scholarly resources

5) Web Sites (Same as Level I with additional information) 
   a) Use of the “evaluating a web page”
   b) Use of the “search the web better”

Special Session I: EVALUATION

This 25 – 50 minute session concentrates on the evaluation of resources in more depth than is possible in the 50-minute Level II session. Issues such as bias, audience, and point-of-view in print and non-print materials are discussed. Web-based resources and the criteria used in evaluating them are covered.

Special Session II: CITATION

This 25 - 50 minute session focuses on how to cite print and non-print resources; different styles and manuals are identified. Emphasis is placed on electronic resource citing.
**Special Session III: Customized Instruction**

~~~~~~~~~~~~

**TOUR**

This 10 -15 minute walking session introduces students to the physical layout of the Library, pointing out resources and areas such as reference and circulating books, audio-visual materials, computers for research, and other tools in the Library. Services and policies are emphasized.

**WORKING CLASS** (Ideally, this session should follow a Level I or Level II session.)

This 25 – 50 minute session allows students time for hands-on research with librarian support. Students may ask for help with research themes and search strategy development.

~~~~~~~~~~~~

**Scheduling Library Instruction Sessions**

To arrange a session, instructors need to contact a librarian at the campus where the session will be given. We recommend that prior to contacting a librarian, instructors review the Description of Sessions and the Library Instruction Request Form.

Instruction may be arranged in a variety of ways:

Walk-in – meet with a librarian at your library; we recommend that instructors print and complete the Library instruction Request Form prior to visiting

Phone – speak with a librarian at your library’s reference desk:
   - Allegheny: 412-237-2768
   - Boyce: 724-325-6798
   - North: 412-369-3602
   - South: 412-469-6374

E-mail – contact a librarian via e-mail; see Who’s My Librarian? for addresses