



## LEARNING RESOURCE CENTER

[cfcc.edu/lrc](http://cfcc.edu/lrc)

### Information for Faculty

#### Library Orientation and Information Literacy Instruction:

The Reference staff offers instruction in the use of Library resources. Types of instruction include: tour of the facilities, instructions on accessing the online catalog, Internet, NCLIVE, specialized electronic databases, and subject-specific print resources. The instruction is customized to the individual class and assignment.

1. **Tour of the facility:** Describes the Library's collections and services. About 15-20 minutes.
2. **Introduction to the online catalog:** Explains how to locate books, journals, DVDs, videos, and CDs using the Horizon online public catalog. About 30 minutes. Classes one and two may be taught at the same session.
3. **Introduction to NCLIVE:** Teaches basics of using the collection of NCLIVE databases to locate citations, abstracts, and/or full-text magazine, journal and newspaper articles. This class covers both the logic and mechanics of searching. Interdisciplinary database(s) are generally used for practice. Students also learn how to print, download, and email citations/articles. About 45 minutes. Additional time is usually needed if students are to have time to research their own topics.
4. **Specific online database presentation:** Provides an in-depth look at a single subject-specific electronic database such as CINAHL (nursing), SIRS Researcher or CJPI (criminal justice). More complex search techniques are covered. About 45 minutes.
5. **Introduction to the Internet:** Covers techniques for developing search strategies and evaluating web sites. Includes information on scholarly research sites. About 45 minutes.
6. **Subject-specific instruction:** Teaches use of reference materials, which are helpful for particular assignments such as literary criticism or history of mathematics. About 20-50 minutes according to the nature and extent of materials covered. This class may be combined with one of the other sessions for classes that meet for 75 minutes or more.

Sessions 3 - 6 generally are most useful when taught in conjunction with a specific assignment.

**Call the Reference Desk (Downtown 362-7034; North 362-7530) in advance to schedule information literacy instruction classes.** We need to know the nature of the assignment, the number of students, time available and your phone/email. Prior to the scheduled instruction, please provide a copy of the assignment in order to help us prepare an effective and beneficial classroom experience.

Don't want formal instruction for your class, but would like to bring your class over to use the facilities? We are always happy to have classes use the Library. We would like to have advance notice. This will ensure adequate staffing to respond to individual questions, etc. When you call, we will reserve table(s) and/or computer(s) for your students' use, if desired. Unless prior arrangements are made with library staff, the instructor (or a substitute) should accompany all classes.

## **Reserves:**

To place items on RESERVE, please bring them to the Library Circulation Desk located on the second floor of the Allied Health/LRC building. Please allow at least 48 hours to process this request. A form for each COURSE must be completed by the faculty member. RESERVE loan periods are TWO HOURS (in library use only); OVERNIGHT (24 hours); and TWO DAYS (48 hours). If you do not indicate a loan period, TWO HOURS (in library use only) will be selected.

## **Interlibrary Loan:**

ILL request forms (for books and articles not available at CFCC) are on our website or you can request them at the Library Circulation and Reference desks. Received ILL items can be picked up (and returned) at the Library Circulation Desk. You will be notified by telephone or email when an ILL arrives for you.

## **Recommendations for Library Purchases:**

Each year, the librarians are given responsibility for selecting library materials in specific subject areas. The Faculty & Staff section of the LRC website (<http://www.cfcc.edu/lrc/facultyandstaff.html>) includes a list of the librarians assigned to each subject/discipline area. Please send order cards or purchase recommendations directly to the librarian assigned to your discipline or use the form on our website.

**Hours** (Please check our website for any holiday or break changes):

<b>Downtown Campus</b>		<b>North Campus</b>	
Monday-Thursday	7:30 am to 9:00 pm	Monday - Thursday	7:30 am to 8:00 pm
Friday	7:30 am to 5:00 pm	Friday	7:30 am to 3:00 pm
Saturday	10:00 am to 2:00 pm	Saturday	CLOSED

## **Who to Contact:**

Catherine Lee, LRC Director, 362-7033  
Cathy Burwell, Senior Public Services Librarian, 362-7456  
Deanna Lewis, Technical Services Librarian, 362-7039  
Bill Keach, North Campus Librarian, 362-7530  
Susan Mock, Reference/ILL Assistant, 362-7471

**We look forward to working with you and your students!**