

LIBRARY INSTRUCTION SESSIONS

Sessions are tailored to instructor specifications and can include many topics, such as the following.

I. RESEARCH TOOLS, TIPS AND STRATEGIES

Matching sources and information needs

- ☐ Decode assignments.
- ☐ Learn characteristics of books, journals, magazines, blogs, and other source types.
- ☐ Choose search tools: catalog, databases, government sites, Google/Bing/DuckDuckGo, etc.

Using the library catalog

- ☐ Search for items by author, title, subject, keyword, location, call number, etc.
- ☐ Search for and access e-books.
- ☐ Understand catalog records (call numbers, location, and periodicals info).
- ☐ Use catalog's features (kept list, embedded links, renew materials, etc.).
- ☐ Locate citation information.

Choosing and using appropriate databases

- ☐ Use Subject Research Guide tips.
- ☐ Search for and locate topical articles.
- ☐ Obtain articles (full-text links, Full Text Finder, periodical holdings, interlibrary loan, etc.).
- ☐ Collect information needed to create reference lists and bibliographies.

Creating effective online searches

- ☐ Identify key concepts and synonyms.
- ☐ Finesse searches using Boolean operators, truncation, phrase, limiters, and more.

Locating articles using citation information

- ☐ Full Text Finder, citation finder, Google Scholar, World Cat, and other tools.

Evaluating sources

- ☐ Currency, authority, credibility, objectivity, relevance, accuracy, verifiability, etc.

Getting items not in the library's collections

- ☐ Interlibrary loan and TexShare.

Citing sources:

- ☐ Choose appropriate citation style.
- ☐ Determine a source's type and locate information for its citation.
- ☐ Arrange pieces (use software and consult style guide).

II. PHYSICAL AND/OR VIRTUAL TOURS OF LIBRARY RESOURCES & SERVICES

- ☐ Reference assistance (in person, by phone, email) and hours (open 100+ hours a week).
- ☐ Collections: Audiovisual, books (print & electronic), periodicals, university archives, etc.
- ☐ Course reserves, test preparation materials (GRE, CLEP, etc.), and tutoring services.
- ☐ In-house laptops and computers, Tech Spot, SMART kapp boards, and The Maker Spot.
- ☐ Copiers, laminating, scanners, and die-cuts.
- ☐ Study & meeting rooms, study areas, presentation practice room, and collaboration tables.

III. CUSTOMIZED SESSIONS (tailored to course needs)

- ☐ Instructor requested topics (i.e. specialized databases, reading academic articles, developing research questions, annotated bibliographies, literature reviews, plagiarism, etc.).

More information available here: <https://www.tarleton.edu/library/aboutus/instruction.html>

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