

3.8.2 The institution ensures that users have access to regular and timely instruction in the use of the Library and other learning/information resources. **(Instruction of Library use)**

Compliance Status: Compliance

The College of Coastal Georgia provides library patrons with access to regular and timely instruction in the use of the library and other learning/information resources through group and individualized instruction methods.

A variety of strategies are used to provide instruction in the use of the library, including individualized instruction and group workshops. Besides providing library instruction to courses taught at the college, students may also take advantage of library instruction sessions that are provided through Academic Success Workshops. Academic Success workshops are conducted in partnership with student development services. All of the workshops taught cover a variety of subjects that teach students how to succeed academically. Library instruction workshops are available at convenient times throughout each semester for any student who is interested. Instructors frequently encourage students to attend the workshops by offering credit for proof of attendance. The library staff developed lesson plans and exercises to accompany the library instruction workshops.

During academic year 2009-2010, the library provided support to 1464 students who attended 48 library instruction and workshop sessions.

In addition to formal classes and workshops, students may receive one-on-one instruction from either the librarians or Learning Center tutors. One-on-one instruction addresses any question a student may have about using the library's equipment or information resources. Students may receive one-on-one instruction remotely through the library's [Ask-a-Librarian](#) web link located on the library's [website](#) or on [GALILEO](#). Ask-a-Librarian questions are received by a librarian on the College's staff via e-mail.

The library staff plans each library instruction session, as indicated in the lesson plans and exercises described earlier. In addition, the library staff meets each semester to review and discuss the outcomes of library instruction sessions and to consider improvements.

To assist library users in locating bibliographic information and other learning resources, the library offers a variety of general and technical orientation programs. The Library staff makes available specialized references, including catalogs, indexes, bibliographies, maps, pamphlets, government documents and manuscripts that treat topics of special interest. The library provides other user services to faculty members who teach CCGA 1101, English courses or other introductory courses and schedules entire classes for instruction in research methods. After consultation with the instructor, the library staff conducts a general orientation on how to use the library, including a demonstration of specialized references, online services and the computerized catalog. Faculty may also schedule times for the library staff to teach students or classes how to conduct research or assist students in compiling specialized bibliographies.

The library has begun to create customized [libguides](#) on specific subjects. Subject Bibliographies have been created to assist students with finding the resources that are available at the library. The primary goals for Bibliographic Instruction program are: to teach patrons how to find information; to teach patrons how to evaluate the information that they find; and to teach patrons how to use the information for research purposes.

The library staff is also available to provide point of use instruction and assistance in Reference, Circulation, Serials, Government Documents, and Interlibrary Loan to assist individuals who are unfamiliar with databases, microform, microfiche or other library resources or who are locating or using resources to retrieve information.

Users are also instructed in the use of [GALILEO](#) (Georgia Library Learning Online), [GIL](#) (Galileo Interconnected Libraries), [JSTOR](#) (Journal Storage Online), and [NetLibrary](#). Library services are also provided to specific departments and programs. Library Orientation is also provided to the Freshman Seminar classes. The library provides several handouts for access and use of library services by students and faculty

In 2006, the College participated in [LibQual](#) along with 19 other colleges and universities within the USG. The results of the 2006 LibQual survey indicate that students perceive the library instruction provided by the College to be useful, including ease to access tools for finding resources independently, library orientation sessions, assistance by the library helping students distinguish between trustworthy and untrustworthy information, and making information easily accessible for independent use.

Supporting Documentation

[College of Coastal Georgia Ask-A-Librarian Website](#)

[College of Coastal Georgia Library Website](#)

[GALILEO Factsheet](#)

[Libguides](#)

[GALILEO Website](#)

[GIL Website](#)

[JSTOR Website](#)

[NetLibrary Website](#)

[LibQual 2006, College of Coastal Georgia results](#)