



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	LIBRARY ORIENTATIONS
PURPOSE:	<p>Orientations are provided to demonstrate to students and faculty the research process needed for an essay, report, research paper, or a specific need/project, such as finding literary criticism, company research, career information, scientific studies, compiling an annotate bibliography, etc.</p>		
PROCEDURE:	<p><u>ORIENTATION REQUEST PROCEDURE:</u></p> <p>Important information:</p> <ol style="list-style-type: none"> 1. Requests must be made <i>at least a week</i> in advance of the preferred date. 2. Provide <i>two</i> dates-first and second choice-for the orientation. 3. When you request an orientation, send a copy of the assignment as an attachment to the librarian in charge of scheduling orientations OR you can attach a class syllabus, <i>if</i> the syllabus has assignment details. The librarian assigned to deliver your orientation needs a written copy of the assignment to prepare the orientation. Your orientation time cannot be scheduled officially until we have received a copy of the assignment. <p>How to request an orientation</p> <p>Fill out the Library Orientation Form on the Laney College Library Website:</p> <ol style="list-style-type: none"> 1. <u>Library Website</u> (laney.edu/library) Click LIBRARY INSTRUCTION 2. Click on Library Orientation Request Form 3. Fill the form out completely (and accurately), then click SUBMIT at the bottom of the page. 4. A Librarian will contact you via email w/in 3 working days to request a copy of your assignment. <p>****Please remember that the date you requested is considered open until you have sent a copy of your assignment and a librarian has notified you to let you know that your assignment was received and your date is on the schedule confirmed.***</p>		



Once all of your orientation has been received and officially scheduled:

1. You will receive an email confirmation stating that your assignment was received and confirming the date/time of the orientation.
2. After you receive the confirmation, the librarian assigned to deliver your orientation may contact you to discuss the assignment and specific information needs of your students. If you would like to have the librarian cover specific sources/information be sure to mention that at this time.

ORIENTATION CONTENT

An orientation consists of lecture, demonstration and hand-on practice using major types of sources such as databases, the online catalog, and the World Wide Web. Major types of sources include specific titles based upon the assignment needs.

Follow-up Sessions

A follow-up session may be requested, to reinforce search strategies covered in the initial orientation (*please fill out a new request form for each follow-up date you wish to request*). If students are writing essays or research papers, they may have chosen their topics and are ready now to do in-depth focused research in the follow-up session. Students may come to the Library's Drop-In Research Lab, located in Room L104, for additional help with assignments requiring research. Lab hours vary each week according to the orientation schedule. See the schedule on the Laney Library homepage or on the door of Room L104.

General Orientations

Librarians do not deliver "general" orientations. One orientation does not provide enough time to introduce students to the library and all its resources. We tailor the orientation-Choose sources, prepare sample searches, and create handout-for the specific needs of the assignment. In this era of information overload, relevance counts, *not quantity*.

WHY THE LIBRARIAN NEEDS A WRITTEN COPY OF YOUR ASSIGNMENT AND/OR SYLLABUS

1. **To clarify information requirements of the assignment.**

Reading the syllabus may answer questions a librarian has as s/he plans the orientation. Sometimes, an instructor may unintentionally omit important details about the assignment, during the request interview at the Information Desk, or in the email request. If the syllabus doesn't provide an answer, the librarian calls the instructor.

2. **To design an orientation with appropriate learning outcomes that will contribute to successful completion of the assignment.**

Understanding now the assignment supports the course goals, objectives and learning



outcomes enables the librarian to plan an orientation to support the learning comes for the learning outcomes for the course assignment.

ATTENDANCE

Laney College Library policy requires you to accompany your class to the library and remain in the classroom with your students, during the time the class meets. **If you are unable to meet your class on the day of the scheduled orientation, the orientation will be cancelled.** You may reschedule the orientation. **If you are unable to remain for the complete orientation, the librarian will terminate the session.**

LIBRARY CLASSROOM (L104)

The Library classroom has twenty-five computers. Four of the workstations are ADA compliant; they are in the front row of the classroom. They are loaded with software to enlarge screen displays. One ADA workstation has screen reading software (*Jaws*).

PRINTING IN THE LIBRARY CLASSROOM (L104)

Due to budget cuts, the library has lost the supply budget for the classroom. Unfortunately, this means we can no longer offer free printing in the orientation sessions.

Options for printing are:

1. Instructor can bring his/her own paper for the class.
2. Students can pay for printing. Student ID cards serve as the –print card- money can be added to the print card on the second floor of the library, near the elevator. Printing is \$.10/page.
3. Students can email journal articles and catalog searches to themselves at not cost.



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DEPARTMENT: Library Services		TITLE: [Title]	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			