

Laney Library Orientation Policy

www.laney.edu/library

It is the policy of the Library to offer library orientations to all classes that request these services, if the request is received in a timely manner. Library orientations are designed to introduce students and faculty to the collection, facilities, organization, and services offered by the Laney College Library. Library instruction is designed to promote information competency by teaching library patrons/students the organization and structure of information and the variety of research methodologies employed to access relevant information in an effective, efficient, and timely manner.

All library orientations/instruction is coordinated through the reference & instruction librarian. All requests for library instruction need to be made using the Library Orientation Request Form, located on the Library website under the Library Instruction link. The form requires the following information: instructor name and email address, course name, date, time, number of participants, copy of assignment, and any added instructions or support documents. Once the form has been received and all appropriate data is present, the reference & instruction librarian will forward the request to the appropriate librarian.

ORIENTATION REQUEST PROCEDURE:

A. Important information:

1. Requests must be made *at least* one week in advance of the preferred date.
2. Please provide two possible orientation dates – your preferred choice and an alternate date. We will do our best to accommodate your preferred date. In the event that neither date is available, the reference & instruction librarian will contact you with other date possibilities.
3. The reference & instruction librarian will contact you via email w/in 3 working days of your request. At this time the reference & instruction librarian will let you know what date you have been scheduled for and what librarian will be delivering your orientation.
4. When you make your request, you will be required to upload a formal, written copy of the assignment you are using for the orientation. A brief description of assignment requirements is not sufficient. You may also attach a syllabus, *if* the syllabus has assignment details—or any other supporting documents that you feel will help the librarian better understand the specifics of your assignment.

The librarian assigned to deliver your orientation will be using the copy of your assignment to prepare your orientation—so it is very important that the assignment is current—and identical to the assignment you are giving to your students. If you change or update your assignment, please let the librarian know right away as changes to assignment requirements tend to alter the orientation prep and instruction.

B. How do you request an orientation?

Fill out the Library Orientation Form on the Library Website:

1. [Library Website \(www.laney.edu/library\)](http://www.laney.edu/library), click on **Library Instruction**.



Library

Navigation

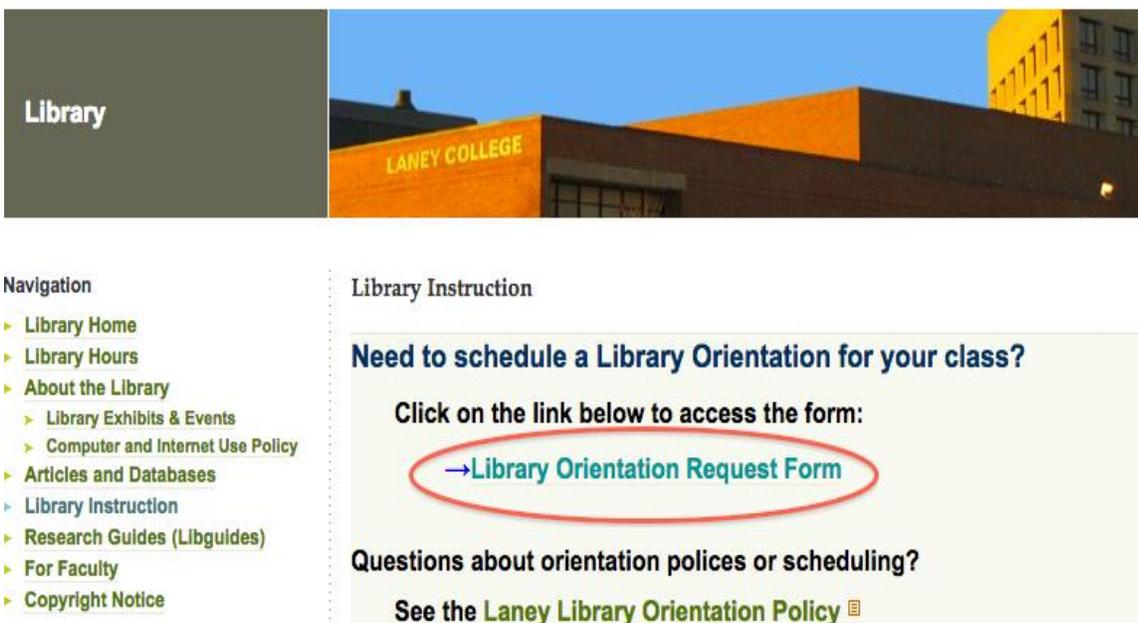
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Library Home

Welcome to Laney College Library
The heart of the campus.

Need help?
Email a Librarian!

2. Click on **Library Orientation Request Form**.



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Library Instruction

Need to schedule a Library Orientation for your class?

Click on the link below to access the form:

→Library Orientation Request Form

Questions about orientation polices or scheduling?

See the [Laney Library Orientation Policy](#)

3. Clicking on the link will take you to the form.

Fill the form out completely and be sure to include an email address that you check frequently, as this is how we will contact you to confirm your time/date.

4. When you have completed the form, click on **SUBMIT** at the bottom of the page. A librarian will contact you via email w/in 3 working days to request a copy of your assignment.

***Please remember that the date you requested is considered *open* until the reference & instruction librarian contacts you to let you know that your form has been received, is complete, and has been assigned to a specific librarian.

If you have questions about the process or would like to meet to discuss the process in person, please email Phillipa Caldeira at pcaldeira@peralta.edu OR call x3106 and an appointment time/date will be arranged.

C. Follow-up Sessions

A follow-up session may be requested to reinforce—or add to topics covered in the first orientation. You will need to fill out a separate request form for each follow-up date you wish to request.

D. Orientation Content

Librarians do not deliver "general" orientations.

All library orientations are built around a specific assignment assigned by the instructor. The librarian will use the instructor's assignment to plan an orientation to demonstrate the research process for an essay, report, research paper, or a specific need/project such as finding literary criticism, company research, career information, scientific studies, compiling an annotated bibliography, etc.

An orientation consists of lecture, demonstration and hands-on practice using one to two of major types of library sources such as databases, the online catalog, and the World Wide Web. One orientation does not provide enough time to introduce students to the library and cover all 3 of the major resources. Please keep in mind that if you want students to learn how to locate academic sources in all 3 areas, you will need to plan for a minimum of 2 orientation sessions.

Why the Librarian Needs a Written Copy of Your Assignment and/or Syllabus

1. Why do we need a copy of your assignment?

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

Understanding how the assignment supports the course goals, objectives and learning outcomes enables the librarian to plan an orientation to support the learning comes for the course assignment.

We tailor the orientation to meet the needs/requirements of the assignment you have given your students. We use the instructions you give your students to choose sources, prepare sample searches, and create handouts that are specific to the needs of the assignment.

2. Why would your syllabus help us prepare for the orientation?

Reading the syllabus can help clarify information requirements of the assignment and give the librarian an idea as to how the assignment fits into your curriculum/SLOs. We do not require you to submit your syllabus along with the assignment, but the extra information can be helpful to us during the planning process.

***If you need assistance (ideas, suggestions, what the library owns) in planning a research assignment, please email Phillippa Caldeira (pcaldeira@peralta.edu).

F. ATTENDANCE

Laney College Library policy requires you to accompany your class to the library and remain in the classroom with your students during orientation. If you are unable to meet your class on the day of the scheduled orientation, the orientation will be cancelled.

If you are unable to remain for the entirety of the orientation, the librarian will terminate the session when you leave. Please contact Phillippa Caldeira (pcaldeira@peralta.edu) to cancel/reschedule your orientation.

G. LIBRARY CLASSROOM (L-104) Specifics

Depending on scheduling and available space, your orientation will either take place in the library orientation classroom (L-104) OR in one of the computer labs in F-170.

Please let your students know that they will need to have a valid, current student ID in order to use the computers.

***L-104 is not an open lab—it is for library instruction only (orientations or LIS credit classes). L-104 cannot be reserved for instruction by faculty. Requests for Open Labs/faculty instruction (i.e. Instruction not conducted by a librarian) should be referred to F-170.

The Technology Center (F-170/ (510) 986-6972)

The Library Orientation classroom has twenty-six computers. Two of the workstations are fully 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).

The Technology Center (F-170/ (510) 986-6972)

If your class exceeds 26 students, the librarian may suggest you call and reserve a room for the orientation in F-170, **after** the orientation date has been confirmed by the librarian.

H. PRINTING IN THE LIBRARY CLASSROOM (L-104)

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. **Print Cards:** Students will have to pay for printing-- printing is currently \$.10/page. Student ID cards serve as the print card— money can be added to the print card on the second floor of the library.
2. **Email:** Students can email their work to themselves at no cost. Database/book catalog searches allow students to send articles/search results directly to their email at no cost.
3. **USB:** If students do not wish to email search results, they can bring a flash drive and download search results.

I. UNSCHEDULED LIBRARY “VISITS”

The Reference and OPACs (computers) areas cannot accommodate informal visits by classes. Your students may lose valuable class time waiting for computers to use, and/or waiting for assistance from the librarian. Individual students requesting help at the Information Desk have priority over unscheduled class visits.

QUESTIONS ?

Please call the Information Desk, x3495, or email/call Phillippa Caldeira (Reference & Instruction Librarian) if you have questions about the above, or if you need more information about Laney College Library orientations.

Phillippa Caldeira, Reference & Instruction Librarian
pcaldeira@peralta.edu x3106