

Orientation Policy

Laney College Library

Laney College Library offers library orientations to all classes. Library orientations provide information literacy instruction. Per the Association of College & Research Libraries (ACRL) *Framework for Information Literacy for Higher Education*, “Information literacy is the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.” Library orientations are coordinated through the Reference & Instruction Librarian, who will forward the request to the appropriate librarian.

ORIENTATION REQUEST PROCEDURE:

- 1. 2-Weeks Notice**
Submit requests *at least* two weeks in advance of the preferred date using this link: <http://laney.libwizard.com/orientation>
- 2. Preferred Date and Alternate Date**
Provide two possible orientation dates – your preferred choice and an alternate date. We will do our best to accommodate your preferred date.
- 3. Confirmation**
The Reference & Instruction Librarian will contact you via email within 3 working days of your request or provide alternate dates. You will receive an email confirmation from the Reference & Instruction Librarian once your orientation schedule is finalized. Without confirmation from the Reference & Instruction Librarian, your date is considered open. The Reference & Instruction Librarian will contact you to let you know that your form has been received, is complete, and has been assigned to a specific librarian.
- 4. Copy of Assignment Required**
You are 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, or any other supporting documents that you feel will help the librarian better understand the specifics of your assignment.

5. Changes to Assignment

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. It is very important that the assignment is current—and identical to the assignment you are giving your students.

6. Follow-up Sessions

If you select more than two outcomes, a one-hour orientation is not sufficient. Please select times for 1-2 follow-up sessions.

7. 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.

8. Instructor Presence Required

You must accompany your class to the library and remain in the classroom with your students during the orientation. If you are unable to meet your class on the day of the scheduled orientation, the orientation will be canceled. If you are unable to remain for the entirety of the orientation, the librarian will terminate the session when you leave. Please contact the Reference & Instruction Librarian (pcaldeira@peralta.edu) to cancel or reschedule your orientation.

9. Unscheduled Library Visits

The library cannot accommodate unscheduled class visits. Large group visits can be disruptive when not planned in advance. 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.

10. Library Orientation Room (L-104) Specifics

- a. The Library Orientation Room (L-104) has twenty-six computers.
- b. Two of the computer workstations in L-104 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).
- c. **L-104 is not an open lab**—it is for library instruction only. L-104 cannot be reserved for non-library instruction. Contact F-170 to request/reserve open lab space.

HAVE QUESTIONS / NEED MORE HELP?

Call the Information Desk: 510.464.3495

Or

Contact:

Phillippa Caldeira, Reference & Instruction Librarian
pcaldeira@peralta.edu 510.464.3106

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) or the librarian assigned to teach the orientation.