

# Library Orientation Policy

## Laney College Library

Updated September 2020

Laney College Library offers library orientations to all classes. Library orientations provide information literacy instruction.<sup>1</sup>

The library offers two types of orientations:

### 1. Synchronous Orientations

- Offered via Zoom during the time that the class meets
- Instructor must be present on Zoom during library instruction session.
- You may schedule 1-3 synchronous orientation sessions.
- Embedded Librarian\* role in Canvas is optional

### 2. Asynchronous Orientations

- Embedded Librarian\* role in Canvas is required
- No specific set time, students may complete orientation at their convenience
- Librarians provide asynchronous orientations using tools like tutorials, instructional videos, etc.

\*The **Embedded Librarian** is a role that is assigned to your Canvas course. The role allows students to communicate and schedule appointments with the embedded librarian. The embedded librarian can view the course, including the calendar and the assignment, but is not able to view student work. Librarians are not involved with grading.

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<sup>1</sup> Association of College & Research Libraries (ACRL) defines information literacy in *Framework for Information Literacy for Higher Education (2016)*: "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."

## Synchronous Orientation Request Procedure

### 2-Weeks Notice

Submit requests *at least* two weeks in advance of the preferred date using this link: <https://laney.libwizard.com/f/Library-Orientation-Request-Form>

### 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.

### Changes to Assignment

If you change or update your assignment, please let the assigned librarian know right away as changes to the assignment may 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.

### 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.

### Instructor Presence Required

The instructor is required to be present on Zoom during the synchronous orientation.

### Embedded Librarians

Optional. You may opt to request an [Embedded Librarian](#) for your course in conjunction with the synchronous orientation.

### Orientation Content

The librarian will tailor the content of the orientation to meet the needs of the specific research assignment.

### Confirmation

When we have scheduled your orientation, we will send you an email to confirm. If you have requested an embedded librarian, we will send instructions on how to add the embedded librarian role in Canvas.

### 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.

### Need to Cancel?

If you are unable to attend the synchronous orientation or otherwise need to cancel the orientation, please contact the assigned librarian as soon as possible.

### Questions?

Contact: **Reginald Constant** (Public Services Librarian) [rconstant@peralta.edu](mailto:rconstant@peralta.edu)

## Asynchronous Orientation Request Procedure

### Request Required Within First 5 Weeks of Semester

Submit asynchronous orientation requests *within first five weeks of semester* using this link: <https://laney.libwizard.com/f/Library-Orientation-Request-Form>

### Changes to Assignment

If you change or update your assignment, please let the assigned librarian know right away as changes to the assignment may 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.

### Embedded Librarians

Required. You must add the role of [Embedded Librarian](#) to your course shell in Canvas. Once a librarian has been assigned, we will provide instructions on how to do this.

### Orientation Content

The embedded librarian will develop the orientation based on the research assignment and the asynchronous learning needs of the students.

### Confirmation

We will send you an email to confirm and instructions on how to add the embedded librarian role in Canvas.

### 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.

### Need to Cancel?

If you need to cancel the asynchronous orientation, please contact the assigned librarian as soon as possible.

### Questions?

Contact: **Reginald Constant** (Public Services Librarian) [rconstant@peralta.edu](mailto:rconstant@peralta.edu)