

The Policy for Library Instruction encompasses instruction on information research methods delivered by information resource specialists in the profession of Library and Information Science. The professionally accredited information resource specialists are the William Jewell College librarians. Librarians at William Jewell College hold, at the minimum, an ALA-Accredited terminal Masters Degree.

Instruction on information research methods, scholarly communication and publication, library resource availability and access, mediation of credible information, citation style instruction, and fair use in the higher education setting is available through Curry Library Services.

Instruction may be customized based on individual, course-level, and departmental needs. Instruction on and assistance with library and information needs is open to all faculty, staff, and students of William Jewell College as well as public researchers.

The three primary types of instruction include:

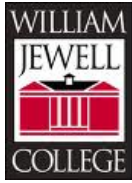
- One-shot library resource instruction
- One-on-one instruction sessions
- Seven-week course in Information Research Methods

One-shot Instruction Sessions

Faculty may request one-shot instruction sessions, also known as Instruction On Demand, for in-class sessions. Once requested, the library director will work with the faculty member to schedule a class session time and to create a tailored instruction session based on discipline, course-level, curriculum, assignments, and perceived student needs. It is recommended that Faculty allow at least 50 minutes of class time for instruction delivery; however, actual time will be dependent on topics covered as agreed upon by the faculty member and the librarian. More than one topic can be requested per session. Multiple sessions for one course may be requested, typically delivered in two 50-minute parts. Instruction sessions are available for any course level in any discipline.

Topics available include:

- Library Resource Overview (including website and library services)
- Curry Library Online Public Access Catalog (OPAC)
- Inter-Library Loan services (WorldCat and MOBIUS)
- Discovery Service and discipline-specific databases
- E-book and E-Journal resources
- Citation Style Instruction (APA, MLA, Chicago, etc.)
- Copyright and Plagiarism
- Credibility of web resources and fundamentals of information organization
- Government Document resources



- Assignment-specific resources as requested by faculty

One-on-one Instruction Sessions

One-on-one instruction sessions may be requested by any member of the William Jewell Community including staff, faculty and students to receive assistance with information-seeking needs. The Director of Library Services delivers this instruction in a closed session by appointment request. Walk-in appointments are accepted on a first-come first-served basis and are contingent upon availability. Those requesting an appointment are advised to allow at least one hour for research project assistance.

Appointments may be requested of the Director of Library Services by phone or email. Once an appointment is requested, the director will coordinate with the patron to schedule a meeting date and time. One-on-one instruction sessions are designed to meet the patron at the point of need and often cover resources for a specific research project, discipline-specific resources, instruction of credible and scholarly materials, questions regarding specific aspects of resource formats, copyright questions, and citation style assistance. Student research projects most frequently begin with a discussion of research topic, the research question, and proposed thesis. Assistance with broadening and narrowing topics and with keyword and subject term searching is also provided.

COLLEGE 90 Information Research Methods

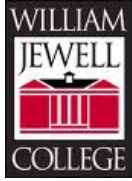
College 90, a seven-week course focusing on Information Research Methods, is offered to the Jewell Community each spring and fall semester. Students may opt to take the course as an elective and may also be referred to enroll in the course by a faculty advisor or the Director of the Academic Achievement Center. The Director of Library Services and/or the Archives and Technical Services Librarian deliver this course.

This course introduces students to research methods applicable to an academic career at William Jewell and responsible participation in the wider scholarly community. An understanding of how information is organized and efficiently located is gained through the application of information-seeking practices. Students critically analyze the credibility of a variety of information resources and gain skills to independently identify and select appropriate scholarly resources. Citation styles, ethical use of information, and plagiarism are also addressed.

Goals of the course

Students will be able to:

- Engage in practices of a 21st century learning experience to become information literate digital-age citizens
- Independently differentiate between scholarly and non-scholarly resources, critically analyze a variety of information sources and formats, and understand the criteria to determine the validity and credibility of information



- Identify theses, research questions, and key arguments from abstracts and summaries to efficiently select appropriate resources for further research
- Successfully construct a targeted search for information utilizing metadata, subject terms, controlled vocabulary, and Boolean logic
- Gain an appreciation of copyright and intellectual property law and how it relates to ethical and legal responsibility
- The course will explore how these goals relate to the three Critical Thought & Inquiry questions: How should we live? How can we know? What is real?

Questions regarding enrollment or course goals may be directed to the Director of Library Services.

The Director of Library Services and the Archives and Technical Services Librarian are also available by phone or email communication at any time, including weekends and evenings. Questions such as locating specific articles, inter-library loan of specific materials, library account issues, and access issues may be able to be addressed or resolved via email or phone. Patron questions requiring more in-depth assistance may be asked to make an appointment for one-on-one instruction.