

**3.8.2** The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources. **(Instruction of Library Use)**

### **Judgment of Compliance**

Compliance

### **Narrative**

#### **Access to Regular and Timely Instruction**

The Pendergrast Library provides users with access to bibliographic instruction in all of the resources that are available. Bibliographic instruction sessions are conducted for individual classes, and ongoing instruction of electronic databases is held weekly. Post-training surveys are administered at the end of each session [\[1\]](#). Library Orientation instruction is provided each semester for the ASU 1200: Service to Leadership courses. Students are given a Library Orientation Test after the session [\[2\]](#). Training sessions for the library's electronic resources are also scheduled each semester for new students and faculty. All library patrons are encouraged to attend these sessions. Post surveys reveal that library users are satisfied with the electronic database training received [\[3\]](#).

#### **Instruction in the Use of Other Learning Information Resources**

To assist library users in locating bibliographic information and other learning resources, the library offers a variety of general and technical orientation programs. The Library staff makes available specialized references, including catalogs, indexes, bibliographies, maps, pamphlets, government documents and manuscripts that treat topics of special interest. The library provides other user services to faculty members who teach Freshman Orientation, English courses or other introductory courses and schedules entire classes for instruction in research methods. After consultation with the instructor, the library staff conducts a general orientation on how to use the library, including a demonstration of specialized references, online services and the computerized catalog. Faculty may also schedule times for the library staff to teach students or classes how to conduct research or assist students in compiling specialized bibliographies. To improve and facilitate user services, the library staff is revising its Library Handbook and has begun to create customized power point presentations on specific subjects. Subject Bibliographies have been created for Nursing, Forensic Science, English and English Literature in order to assist students with finding the resources that are available at the library. The primary goals for Bibliographic Instruction program are: to teach patrons how to find information; to teach patrons how to evaluate the information that they find; and to teach patrons how to use the information for research purposes. Patrons will develop the skills to use the information that they have found to help them conduct scholarly research.

The library staff is also available to provide point of use instruction and assistance in Reference, Circulation, Serials, Government Documents, and Interlibrary Loan to assist individuals who are unfamiliar with databases, microform, microfiche or other library resources or who are locating or using resources to retrieve information. Two departments, Nursing and Criminal Justice, also have databases specifically geared to their disciplines. Nursing students attend a Nursing Boot Camp which is customized to resources related to the subject of Nursing.

Users are also instructed in the use of Galileo (Georgia Library Learning Online) [\[4\]](#), GIL (Galileo Interconnected Libraries) Express [\[5\]](#), JSTOR (Journal Storage Online) [\[6\]](#), NetLibrary [\[7\]](#), National Library of Medicine [\[8\]](#), and the EBSCOhost A to Z Listing [\[9\]](#).

Library services are also provided to specific departments and programs. Nursing Boot Camp schedules an annual training session of library services. The Reference Librarian conducts this session. Library Orientation is also provided to the ASU 1200: Freshman Seminar & Service to Leadership classes and the Holley Institute students for library instruction. Bibliographic Instruction Tours are requested by professors in English, Psychology, Education, Mass Communication, Criminal Justice, Accounting, Business Systems & Marketing, Social Work, and Fine Arts. Library tours are provided to several of the summer programs for high school students, i.e. Kiddie College and JumpStart. The library provides several handouts for access and use of library services by students and faculty [\[10\]](#), [\[11\]](#), [\[12\]](#), [\[13\]](#).

### Supporting Documentation

- [1] [Bibliographic Instruction Training Post Survey](#)
- [2] [Library Orientation Test](#)
- [3] [Electronic Database Training Survey Results](#)
- [4] [Galileo Website](#)
- [5] [GIL Express Web site](#)
- [6] [JSTOR Web site](#)
- [7] [NetLibrary Web site](#)
- [8] [National Library of Medicine Web site](#)
- [9] [EBSCOhost A to Z Listing Web site](#)
- [10] [Galileo Tutorial](#)
- [11] [Library Brochure](#)

[12] [Library Handbook](#)

[13] [Library Tour Packet](#)