

## **ORIENTATION AND INSTRUCTION POLICY**

It is the policy of the Library to offer library orientation and library instruction to all individual patrons, classes, or groups that request these services, if the request is done in a timely manner and a librarian is available. Library orientation is designed to introduce new or potential patrons to the collection, facilities, organization, and services of the Library. Library instruction is designed to promote information literacy by teaching library patrons the organization and structure of information and the variety of research methodologies employed to access relevant information in an effective, efficient, timely manner, thus providing a foundation for contemporary and lifelong learning.

### Instructional Services:

All library orientation and library instruction is coordinated through the office of the Head of Public Services. All requests for these services should be routed through this office. The Head of Public Services will obtain all germane information (date, time, number of participants, subject, special instructions or interests, teacher) and forward the request for service to the appropriate librarian to conduct the class or tour.

### Public Services Librarians:

Often, because of their unique relationship with the various University academic departments and their faculty, the initial contact for a library instruction class will be made with one of the Public Services librarians. When this occurs, the Public Services librarian should forward the germane information about the class to the Head of Public Services. This will insure that proper statistical data on all library instruction endeavors are reported.

### Library Instruction Committee:

This committee meets with the Head of Public Services to help promote the Library's orientation and instruction programs. In addition, it reviews the programs' pedagogical methodology and instructional aids to make recommendations and incorporate revisions to enhance the programs.

### Library Freshmen English Program:

In addition to general and specialized library orientation and instruction, the Head of Public Services coordinates the Library Freshmen English Program with the individual English faculty. Again, the Head of Public Services will obtain all germane information and forward the class date, time, number of students, and instructor's name to the appropriate librarian.