1. Beginners - Part 1 – Library, website and catalogue  (50 minutes)
(Recommended for ALL first year students)

Part I Objectives:
• To familiarize students with facilities, services and materials in the Library
• To introduce students to the Library catalogue and the library webpage for finding information
• To provide opportunities for active participation to engage students in the learning process

Learning Outcomes:
After undertaking this orientation activity, learners should be able to:
• Locate services, facilities and resources within the library
• Search for print and AV resources as well as Course Reserves in the online catalogue
• Be aware of library equipment and services (i.e. copiers, printers, cameras, photo ID, etc.)
• Utilize all avenues for assistance (Staff service desks, chat reference, online Ask A Question)
• Obtain their PIN and access their library account
• Find the Library’s web page to access resources & services

Program Content:
1. Library orientation to the following specific services, facilities and resources within the library:  (20 minutes)
   • Sources of assistance (i.e. Library Desks, staff, online help, etc.)
   • Borrowing information - loan periods, renewals, fines
   • Services – photo ID, equipment loans, check-out, etc.
   • Collections available - books to borrow, reference works, periodicals, pamphlets, videos, government documents
   • Reserve services and how to access them

2. Introduction to the Library website, focusing on:  (30 minutes)
   • Searching in the Library catalogue, specifically
     (a) searching for a specific author or title
     (b) searching for resources on a specific topic
     (c) interpreting results on screen – location, call number, availability
     (d) finding related materials on the shelves
   • How to obtain a PIN and access My Account to view and renew loans
   • Locating Program Resources online
   • Connecting from home
Training Resources:
- Laptops
- Handouts
- Library Website
- Program Resource Guides

Instruction Methods:
- Group students in Library Instruction Room
- Use the Library Website to introduce learners to the Library catalogue and how to search for materials
- Engage students in locating specific titles utilizing the online catalogue & library classification system
- Oversee students’ hands-on search techniques

2. Beginners – Part 2 – Research Strategies  (50 minutes)
(Recommended for ALL 1st year students)

Part 2 Objectives:
- To instruct students on effective search strategies
- To introduce internet and databases for locating resources
- To demonstrate access to library databases from college or home
- To review sources for citing information
- To ensure understanding of distinction between peer-reviewed /scholarly resources and popular materials

Learning Outcomes:
Following this session learners should be able to:
- Access library databases from anywhere
- Understand the specific search features of a general database
- Create a basic search strategy using appropriate databases and internet sources
- Analyze and evaluate relevant information from a variety of sources (know when to use a database vs. a search engine)
- Find appropriate citation styles to credit the use of information

Program Content:
Using the Library’s website to focus on:
- Locating & choosing appropriate databases by subject
- Creating more complex search strategies
- Interpreting search results to access full text resources online, print, save, create bibliographies
- Locating appropriate citation styles within databases & on website
- Understanding invisible web
Training Resources:
- Laptops
- Handouts
- Bookmarked sites
- Library webpage

Instruction Methods:
- Group students in Library Instruction room
- Use the library website to:
  - Instruct on use of databases and practice searching techniques
  - Guide students in finding proper formatting for citations
  - Engage students in understanding differences between the invisible web & the library’s databases

Oversee practice applications of searching techniques

To Book an Orientation Session – Beginners Part 1 or 2; or Advanced for your Class

Contact:
Lisa Jack, Public Services Officer in the Library at Ext. 6194
jack@confederationc.on.ca