GUIDELINES FOR INFORMATION LITERACY INSTRUCTION

The Library Faculty of the Community College of Philadelphia is committed to providing Information Literacy instruction to the students of the college. Information Literacy Instruction demystifies the library, builds student confidence, increases effectiveness of student research, improves the quality of student work, and introduces students to the tools required for lifelong learning.

1. Information Literacy instruction sessions are provided at the request of a course instructor. When scheduling your classes, please send a copy of the assignment or your syllabus to infolitccp@gmail.com. We will work with you to meet both your goals and ours for each individual session.

2. Submit requests for Information Literacy Instruction using our online form.

3. The library schedules as many as 150 classes each semester, so please schedule your sessions early to ensure getting the dates and times of your choice.

4. Arrange for instruction at least five business days prior to the desired date of the class. This gives library faculty time to prepare.

5. The Instruction Coordinator will confirm the date and time of each library instruction class with you and the library faculty member who will teach your class.

6. Library faculty members are assigned to teach Information Literacy instruction classes on rotating basis. Whenever possible, we will accommodate your request for a specific librarian.

7. Please plan to accompany your class to the library. If you can’t attend, please arrange to have a substitute from your own department attend the library session. If you need to split a large class into two separate sessions, please arrange this ahead of time with the library faculty.

8. It is library policy that non-library faculty do not teach in the library or give group instruction on the main floor of the library. If you would like to bring your class to the library, please contact the InfoLit Coordinator at x8402.

9. As always, please encourage your students to come to the library and work with the reference librarians one-on-one for any of their assignments. We offer reference services at the Information Desk, and drop-in classes for in-depth instruction.

10. Remind students to start early on their research. Borrowing materials from other libraries (Interlibrary Loan) can take a couple of weeks. Allow 48 hours to get materials from a regional center.

REMEMBER: Information Literacy Instruction is most effective when students are working on a relevant assignment at the time of the instruction session!