

Library Instruction Menu

Instruction Topic	Points Covered	Time Required*
Finding Complete Articles from Citations	<ul style="list-style-type: none"> • find articles in printed bibliographies • find articles using the library's Periodicals List • when & how to use interlibrary loan 	10-15 min.
Searching for/Requesting Books from Other Libraries	<ul style="list-style-type: none"> • using ILLiad to request books • using WorldCat to locate books in other academic libraries 	10-20 min.
Identifying Scholarly Journals/Articles	<ul style="list-style-type: none"> • distinguish between academic/scholarly journals vs. popular magazines • distinguishing between: research articles and literature reviews; primary vs. secondary • what it means to be a peer-reviewed journal 	15-20 min.
Using Subject Specific Databases	<ul style="list-style-type: none"> • how to search for articles in databases of your choice such as: Science Direct, SocIndex, Business Source Premier • learning about search features unique to the selected database(s) 	10-20 min. per database (depending on complexity)
Doing a Good Literature Review	<ul style="list-style-type: none"> • what is a literature review? • creating a plan for a comprehensive literature review 	10-30 min.
Finding Specific Types of Material	<ul style="list-style-type: none"> • tailored to specific class/assignment needs 	10-30 min.
Evaluating Websites (including Wikipedia)	<ul style="list-style-type: none"> • how to analyze websites for credibility • how to search for authoritative websites 	20-30 min.
Google Scholar	<ul style="list-style-type: none"> • benefits and limitations of Google Scholar 	10-20 min. (can be incorporated into "Evaluating Websites" session)
Academic Integrity/Plagiarism	<ul style="list-style-type: none"> • ethics of academic integrity, with examples of paraphrasing, summarizing & quoting 	10-30 min.
Finding Reviews of Books and Films	<ul style="list-style-type: none"> • identifying helpful databases and print sources for locating reviews 	10-15 min.
Finding Statistics	<ul style="list-style-type: none"> • locating statistics in specific subject areas 	10-20 min.
Citing Articles, Books, Websites, etc.	<ul style="list-style-type: none"> • using a particular citation style (e.g., APA, MLA, Turabian) to cite articles, books, websites, DVDs, etc. 	10-20 min.
RefWorks	<ul style="list-style-type: none"> • transferring citation information from database(s) to RefWorks • manually adding citation information to RefWorks • creating bibliographies with RefWorks 	15-30 min.

*Time requirements will vary, depending on class needs and whether the librarian does a demo in a classroom or conducts a hands-on session in a computer lab.