

Saddleback College Library Instruction Policy

Information Competency Workshops:

Information Competency Workshops are supplemental instruction for students performing research or fulfilling other informational needs for their courses. Students attend the ICW when they're not scheduled to attend other classes. These sessions cover the skills, tools, and concepts that most students need in order to locate, select, evaluate, analyze, and document information for their classes.

Professors are encouraged to include workshop attendance as a requirement or extra credit for their courses. List of attendees can be emailed to faculty at any point in the semester. Records of students' attendance will be maintained for 2 years.

In order to maintain high quality and availability to all students, the Library does not accommodate:

- Entire classes. Instead, students should attend ICWs when they are not scheduled to attend other classes.
- Disruptive students. Those who attend the ICW and are either not participating or are disruptive may be asked to leave the workshop and/or will be informed that they will not receive credit.

The Library offers six to eight distinct workshops throughout the semester (Week 4 – Week 15) scheduled during the day and evenings. All workshops are held in LRC 314 and last approximately 50 minutes. For students who cannot attend the workshops in person, the Library also offers an online Finding Articles workshop.

Classroom Instruction by Request:

Library instruction can be scheduled for classes with students who require research instruction that is not covered in our Information Competency Workshop series. This may include:

- Assignments which are significantly specialized and different from typical college writing assignments.
- Skills knowledge surpassing general article and website selection, evaluation, and documentation.
- Assignments which contain narrowly defined research topics or non-traditional resource requirements (medical research or government documents).
- Assignments which contain atypical writing genres (mini-ethnographies).
- ESL or Reading classes working on an assignment that requires using or searching for specific library materials.

Professors requesting individual instruction for their classes must accompany the students and ensure that:

1. The course syllabus and the assignment have been provided to the Instruction Librarian two weeks before the scheduled orientation.

2. The assignment has been introduced to students before the orientation. This should include class discussion about the requirements for the assignment and the purpose of the Library orientation.
3. The Library orientation is not scheduled more than three weeks before the assignment is due.

For instruction requests, please fill out the request form (<https://sclibrary.wufoo.com/forms/library-instruction-request/>). Please contact Carolyn Seaman for verification of student attendance, cseaman@saddleback.edu or (949) 582-4459.