

# Instruction Menu

This menu details topics that can be covered during library instruction sessions and the approximate length of time that it takes to cover each topic.

## Basic Instruction

### Introduction/navigation of library Web site: 10 mins.

- Services for students: (i.e. Interlibrary Loan, Borrowing materials, Ask-a-Librarian, etc.)
- About the library (hours, liaison directory, Learning Commons page)
- Passwords & Off-campus access
- Location of resources on library website (GIL, Find Journals, Find Articles, Research Guides, GALILEO)

### Choosing a topic /Developing a search strategy: 15 mins.

- Broad versus narrow aspects of a topic
- Sources to help students focus their topic (i.e. databases such as Issues & Controversies)
- Choosing search terms
- Developing a research strategy

### Finding books on a topic: 10 mins.

- Keyword, Exact, and Subject searching in GIL
- Interpreting search results (i.e. location, status, holdings, relevancy of source)
- Understanding how to find books in the Library (print and electronic)
- Using Subject terms

### Finding articles on a topic: 20 mins.

- Locating databases on the library website (i.e. Find Articles/GALILEO)
- Searching General interdisciplinary databases (i.e. Academic Search Complete, Research Library, LexisNexis Academic, Google Scholar)
- Interpreting search results
- Understanding the parts of a journal citation
- Locating the article (i.e. full-text articles, using Find It@GSU, searching GIL for journals, magazines, or newspapers)
- Evaluating journal articles (i.e. scholarly versus popular articles)

### Finding & Evaluating Web Sites: 15 mins.

- Using subject Research Guides to find librarian selected Web sites
- Using search engines or databases to find Web sites
- Evaluating Web sites: authors, organizations, content, relevance, authority
- Wikipedia

**Citing Resources: 10 mins.**

- How to cite books and journal articles using MLA, APA, etc.
- Constructing an annotated bibliography (components)

**Plagiarism 30 mins.**

- What it is and how to avoid it

**Hands-on practice (could include): 15 mins.**

- Searching GIL for books on a topic
- Searching general databases on a topic

**Advanced Instruction** (in addition to items from the basic menu)

**Research Process: 10 mins.**

- Flow of scholarly information
- Research methods in subject area
- Books versus articles in a subject discipline
- Books, Journals, dissertations, conference proceedings, pre-prints in subject area
- Case studies, research articles, practical versus theoretical articles
- Primary and secondary sources

**Finding books on a topic: 15 mins.**

- Using subject area reference books
- Using the “Narrow my Search” function in GIL
- Finding primary resources on a topic in GIL
- Obtaining books from other libraries (Interlibrary Loan, searching WorldCat)

**Finding articles on a topic: 25 mins.**

- Choosing subject databases: Research Guides, Find Articles subject list, GALILEO subject list
- Searching subject databases using advanced searching techniques
- Finding journals using FindIt@GSU, GIL and other library catalogs, and searching WorldCat
- Getting articles from other libraries (Interlibrary Loan, searching other library catalogs or WorldCat)

**Specialized Resources: 15-30 mins. (Time varies by topic)**

*For example:*

- Finding statistics on a topic
- Finding demographic information
- Using government documents
- Using maps
- Finding company information
- Finding critical articles for a poem, short story, play etc

**Citing Resources: 10 mins.**

- How to cite a source using a style such as MLA, APA, etc. (Advanced citation features)
- Constructing an annotated bibliography

**EndNote: 90 mins.**

**Hands on Practice: 15-30 mins. (Time varies according to exercise)**

*For example:*

- Constructing a research strategy
- Searching different databases using the same research topic
- Student participation
- Worksheets
- Other

**Other Options/Instruction Session Examples:**

**GSU1010 Library Session: 50 minutes**

Finding articles on a topic, finding and evaluating Web sites, hands-on practice

**English 1102 Library Session I: 50 minutes**

Introduction to the Library Web site, sharing your topic [not quite as lengthy as developing a search strategy], searching GIL for books on sample topics, looking for articles on topics in Academic Search Complete or Research Library, and understanding citations and finding articles

**English 1102 Library Session II: 50 minutes**

Introduction to the Library Web site, developing a search strategy by developing a topic, searching general databases such as LexisNexis, Academic Search Complete, or Research Library, understanding citations and finding articles