

### ***CS 3.8.2 - Instruction of Library Use***

The institution ensures that users have access to regular and timely instruction in the use of the library and other learning/information resources.

#### **Compliance Finding: In Compliance**

##### **Narrative:**

The University of South Carolina Beaufort (USC Beaufort) ensures that users have access to regular and timely instruction in the use of library and other learning/information resources.

Professional library staff members offer informal individual and group instruction to students and library patrons as needed and requested at key service points in the library. They also collaborate with faculty members to offer customized instruction in more formal sessions held either in the library or in classrooms on campus, and offer specific workshops to assist students in academic skills. The library has also purchased specialized bibliographic software to assist students and faculty in writing research papers. All English 101 courses have added a general library orientation and instruction session to their syllabi in order to introduce basic information literacy skills. Librarians subscribe to the basic tenets of the American Library Association's Information Literacy Competency Standards for Higher Education [\[i\]](#) and incorporate those standards into their instructional programs.

The table below shows the number of formal library instruction sessions provided each year as reported in the State of the Libraries Report [\[ii\]](#).

**Table 1 Library instruction sessions per year**

<b>Library Instruction Sessions</b>	<b>2006-07</b>	<b>2005-06</b>	<b>2004-05</b>	<b>2003-04</b>	<b>2002-03</b>
Number of presentations per year	64	42	37	39	25
Total attendance at all presentations	1,128	630	555	541	450

Instruction evaluation forms are periodically handed out to students after a library instruction session to gather feedback and assess the effectiveness of the instruction. The current survey uses a combination of check boxes and open ended questions to gather feedback. Surveys have been distributed since the fall of 2006 and completed surveys [\[iii\]](#) have been received from 104 students. Based on the survey results [\[iv\]](#), and on the perception by librarians that changes need to be made in order to make the instruction more useful to students, the library staff are revisiting the content of their instruction sessions. Surveys indicate satisfaction with presentation but also indicate a need for more course and assignment specific examples.

In the Spring of 2008, a concerted attempt is being made to tailor instruction sessions as much as possible to student assignments. The librarians will review these changes and modify future library instruction sessions based upon the semester's survey results.

In support of distance learning, the library maintains its own web page and creates online tutorials for student use, including "Bare Bones 101: a Basic Tutorial for Searching the Web," [v] created in 2000, which has been accessed by individuals worldwide. Additional library pages [vi] have been created covering topics such as plagiarism, copyright, citing sources, and subject specific resource guides. The library also offers "Live Library Chat," Skype, and Instant Messaging via AIM, Yahoo, and MSN to provide additional means for students to communicate with library staff and receive interactive support and ask instructional or resource-use questions.

### **Instructional Technology**

***The Center for Instructional Technology and Academic Resources:*** [vii] connects USC Beaufort faculty, instructors and staff to the latest advancements in instructional technology through workshops, seminars, department and one on one consulting, and webinars. The Center connects students with the technologies they will need in a technology rich environment in school, work and life through workshops, consulting, Helpdesk, and class specific seminars.

***Technology Enhanced Classrooms:*** USC Beaufort ITSS staff provides training and assistance to faculty, staff, and students in the use of the Enhanced Classrooms technologies. ITSS has the responsibility for designing, installing and maintaining a wide range of instructional technologies in the University's classroom and instructional spaces. All classrooms at USC Beaufort are equipped with an LCD projector, VCR/ DVD player, laptop connections, Internet access, document camera and an instructor podium. Three multimedia video conferencing classrooms with all these features, plus additional equipment required by faculty, are also available.

***Student Access Labs:*** ITSS provides staff expertise to develop, configure, test, deploy and maintain the operating system, installed applications and network printing for student access with more than 125 computers in 5 locations on campus. The operating system image in these labs includes multiple, complex applications running in a secure operating system environment while providing maximum reliability. In close consultation with faculty and librarians, ITSS develops a computing lab image that includes curriculum-related applications needed each academic year. ITSS staff actively monitors the lab workstations and printers to ensure that all systems are functioning properly.

***Blackboard:*** USC Beaufort employs Blackboard course management software. Blackboard is employed by our teaching faculty to provide syllabi, assignments, reserve readings, and links to authoritative sites on the Internet. A growing number of faculty are using its interactive tools, such as discussion boards, the virtual classroom, assessment management tools, gradebook tool and group email. Additionally, four degree programs (Psychology, Business, Spanish and Education) use Blackboard as an organizational site for the candidates in their degree programs.

***Tegrity:*** USC Beaufort provides access to Tegrity classroom capture software for faculty who elect to employ it. This software application provides students with immediate and repetitive access to the classroom content.

## **Supporting Documentation**

- [i ALA Information Literacy Competency Standards for Higher Education](#)
- [ii USC Beaufort State of the Libraries Report 2007](#)
- [iii Library Instruction Evaluation Forms](#)
- [iv Library Instruction Evaluation Results](#)
- [v Bare Bones 101: a Basic Tutorial for Searching the Web](#)
- [vi USC Beaufort Library](#)
- [vii Center of Instructional Technology and Academic Resources](#)