

Information Literacy Instruction Program Policy & Procedures

Mission

The mission of the Brooks Library's Information Literacy Instruction Program is to teach members of the Central Washington University community to find, evaluate, and use information effectively.

Goals

The Brooks Library's Information Literacy Instruction Program accepts the definition of information literacy as described by the [American College and Research Libraries \(ACRL\) of the American Library Association](#).

The Information Literacy Instruction Program will offer classes that will support teaching and learning at Central Washington University. Information literacy skills will help students be successful, not only in their classes and majors at CWU, but as life-long learners.

Librarians will work with faculty to identify information literacy goals in their programs and majors and identify the best ways to meet those goals.

Information literacy instruction will adapt to varying learning styles and changing technology.

Policy And Procedures

Instruction provided by librarians includes:

- A general orientation to the library for freshmen students enrolled in University 101 in order to introduce basic library resources and skills (pre-literacy).
- Course-related instruction.
- Faculty workshops.
- Presentations to special public groups including schools.
- Web-based instruction including the library website and course management tools.
- Individual instruction at the Reference Desk or by appointment.

Librarians provide instruction to a variety of users including distance learners, nontraditional students, undergraduates, graduate students, faculty, staff, and special public groups. Priority is given to students, faculty, and staff of Central Washington University.

Off-Campus Instruction

CWU students, staff and faculty at Center campus have direct access to Brooks Library staff at the CWU Lynnwood and CWU Des Moines campus. These centers are also responsible for outreach to other CWU centers and teaching sites in geographical relationship to these campuses, i.e., CWU Des Moines has responsibility to CWU Kent and CWU Pierce while CWU Lynnwood is first contact for CWU Everett and CWU Main campus is responsible for the Eastside centers of Yakima, Wenatchee and Moses Lake. All CWU members have additional access to Library services through Reference Chat, email and via phone during scheduled library hours.

Librarians conduct most library sessions in an electronic classroom, where each student has access to a computer. This creates an environment for active learning.

The Brooks Library has its own electronic classroom in room 101.

Scheduling A Session



To schedule a session, a professor or individual may contact the Coordinator of Information Literacy or the Library Liaison for a specific department. Library sessions work best when they are designed to support a specific project or assignment(s). Instructional Faculty are encouraged to share information about the assignment and the course with the librarians before the session.

Scheduling of sessions is dependent on the availability of librarians and the classroom.

Active participation by the course instructor is important. It helps students understand the connection between information literacy skills and their course content. Faculty should accompany their class to the library session.

Public School Visits

The Library will provide information literacy instruction to public school groups if time and scheduling allow.

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