

Library Instruction Objectives for Cambridge College Students

Overall Goals for library instruction:

- Develop research methods and skills as they identify problems, utilize resources, and plan and organize effective research strategies used to solve those problems over time
- Competently use the online research resources of Cambridge College, including the Cambridge College Online Library and its research databases
- Critically analyze, qualify and select information resources and research in support of the ILP/IRP, SIP, or other research paper
- Organize research materials electronically for easy storage and retrieval
- Reflect on their own progress and process as critical thinkers and learners

To this end, students should be able to:

Evaluate and select appropriate scholarly sources:

- Define scholarly research
- recognize a scholarly article
- read a scholarly article
- take notes on a scholarly article
- determine if information from various types of sources (including e.g., scholarly and non-scholarly articles; websites; broadcast media) is credible and acceptable according to ALA or their instructor's standards
- determine which information is appropriate to support their research topic and thesis

Choose and use traditional libraries:

- determine which local traditional library to use
- take a tour or orientation session
- know suggested way to ask questions of a reference librarian
- know what their local affiliate traditional library is and how to get a borrowing card there
- know of other local libraries relevant to the degree program

Define necessary terms:

- Traditional library
- Reference librarian
- Online library
- Academic library
- Scientific method for research
- Database
- research database
- citation
- full-text
- citation-only
- abstract
- search term or keyword
- search engine

Use the Cambridge College Online Library and its research databases:

- log in to CCOL
- know the phone number and email for CCOL tech support
- use the home page of CCOL to get to all features
- search the databases to view a full-text article

- use the WorldCat link to find which local library has a specific journal so as to find a citation-only result, and to find a specific book
- search ERIC to view an ERIC full-text document (Education, counseling, and BA only, not MNGT students)
- find and use the Help and Syntax Help features in all the databases
- get help from the “Ask A Live Librarian”
- choose and use Research Guides relevant to their topic
- use the resources on the library pages of the public website which begin at <http://www.cambridgecollege.edu/library/index.cfm>

Search Effectively and Organize Results

- know how to select effective search terms
- have a method for organizing and retrieving information found online

Avoid plagiarism

- Define plagiarism
- Have a method for keeping notes so as to avoid plagiarism
- Cite properly using APA style