

Herkimer College Library Instruction Selections:

All options are fully customizable to a class, paper and/or project

[Submit the Specialized Instruction Form](#) available on the Library website

Stephanie Conley will contact you to customize and confirm dates/times

Full Sessions (20-30 Minutes) Include:

- ♦ **Introduction and demo of searching the Catalog**
 - ⇒ Books and other on campus items. Locating them in the building
 - ⇒ Electronic Books
- ♦ **Introduction and demo of Databases**
 - ⇒ Explanation of what a database is and why to use one (or more)
 - ⇒ Explanation of how to select appropriate databases
 - ⇒ Demo of two different databases
If the professor has specific ones in mind those will certainly be shown
- ♦ **Throughout the session Interlibrary Loan is discussed at the appropriate times**
 - ⇒ in terms of ordering Books and Journal Articles
- ♦ **Keywords and search terms are woven into the discussion**
- ♦ **Searching the internet** and advanced search techniques
- ♦ **Citations** (and a brief plagiarism discussion, if desired)

Brief Sessions (10-15 Minutes) Include:

- ♦ **Introduction and Demo of one or two of the following:**
 - ⇒ Catalog
 - ⇒ Databases
 - ⇒ Searching the Internet
 - ⇒ Citations
- ♦ **Interlibrary Loan will always be explained**

Interactive Sessions (approx. 40-50 min) Include: (Works best with 12-18 students)

- ♦ **Brief Introduction and demo of searching the Catalog**
- ♦ **Brief Introduction of the databases**
 - ⇒ Explanation of what a database is and why to use one (or more)
 - ⇒ Explanation of how to select appropriate databases
- ♦ **Students are then divided into groups, assigned either the catalog or a database and then explore their resource by answering a set of questions. Groups are given approx. 15 minutes. They then share with the other groups what they learned.**
- ♦ **During the impromptu presentations the Librarian will add in any important features that may need further explanation such as:**
 - ⇒ Keywords, search terms
 - ⇒ Focusing a topic
 - ⇒ Interlibrary loan
 - ⇒ Citations