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