

NorthTec Library Information Literacy Sessions

Students may have visited the Library during Orientation, but they will need more sessions to become **confident users** of the Library.

All sessions will include resources that will be of interest to your students

Students find the Library sessions most useful when they need to start using the Library and its resources for their studies. We will tailor the sessions to their needs, and they can be modified and reinvented to suit you! We prefer to have the tutor present.

Library tours

Offered during lunchtimes in the first week of term, or you can book your class in. An overview of what the Library offers, and how to access it:

- **students become familiar with the Library – where it is, our resources and our facilities**
- **we highlight subject areas**
- **students are enabled to borrow books**
- **students are shown how to search the catalogue**
- **students know that the librarians are knowledgeable and friendly and will help them!**
- **if they are based at regional campuses, they are shown how to request books to be sent to them**

A Library tour takes about 20 minutes. Large groups will be split. Gets students started borrowing books. Other Library-based sessions will include a tour.

Exploring the Library

An inspiring introduction to the Library, show-casing interesting resources in your class's subject area, and Dewey basics. This interactive session includes:

- **a tour of the library, and our facilities**
- **particularly interesting and/or important resources for your course are show-cased**
- **highlighting their subject areas by Dewey numbers**
- **students are enabled to borrow books**
- **students are shown how to search the catalogue**
- **students are shown how to answer the question: How can I find more like this?**

This Raumanga-based session enables students in less academically demanding courses to make effective use of the Library's Collections. Exploring the Library takes 45 minutes - 1 hour, for a maximum of 20 students. Book with the [Information Literacy Librarian](#).

Student's comment : "Really useful. You should do it."

Exploring the Online World

Using the internet as a research tool. This introductory session can be a conducted as demonstration, or hands-on in a computer lab. It includes:

- **Google - tips and pitfalls**
- **basics of web site evaluation**
- **Wikipedia - what's good, and not-so-good about it as a research tool**
- **overview of our e-library**
- **can be adapted for classes anywhere, as long as there is an internet**

connection

This session is most useful when students have an assignment that requires general websites (not specialist databases). Allow 1½-2 hours, for a maximum of 20 students. Book with the [Information Literacy Librarian](#). If it is to be conducted in a computer lab, plan ahead, as you need to book one with the [Facilities Co-ordinator](#).

Student's comments: "Great session – we all came out feeling brainy!"

Assignments – Where do I start?

Addresses the information-seeking component of students' current assignment. Covers:

- good searching practices
- effective search strategies
- particularly useful resources for this assignment
- your subject area's e-library page
- whole class, or groups
- can be adapted for classes anywhere, as long as there is an internet connection

This session is organised in close collaboration with the tutor. Can be repeated for different assignments at appropriate levels of complexity. Offered as a demonstration session, where the students apply skills in their own time, or hands-on in a computer lab, where the students have time to work independently. Allow 1½ hours for the demonstration; 2 hours for demonstration plus practice. Book with the [Information Literacy Librarian](#). If it is to be conducted in a computer lab, plan ahead, as you need to book one with the [Facilities Co-ordinator](#).

Student's comments: "A real eye-opener!"

'Exploring the Library', 'Exploring the Online World', and 'Assignments – Where do I start?' will form a good basis for students up to level 4.

Courses for level 5 and above should include:

'Close Encounters with the Library's Resources', 'Going on a Reference Hunt', 'Exploring the Online World', 'Finding a journal article using our online databases' and further 'Assignments - Where do I start?' sessions, as appropriate.

Close Encounters with the library's resources

Finding and becoming familiar with books, videos, journals, etc, in the NorthTec Library. This interactive session includes:

- a library tour
- a discussion on the different levels of information
- an analysis of some relevant resources to their subject area, and assignment
- use of terms such as editions, editors, chapters/index, references and referencing
- an opportunity to search the catalogue
- a Close Encounters session is most effective when students are ready to settle into their studies, and need to find course readings or books for their

first assessment.

For Raumanga-based students, this session is taken in the Library and in E110. It can be adapted for classes anywhere, as long as there is an internet connection. It takes 1-1.5 hours, for a maximum of 20 students. Book with the [Information Literacy Librarian](#).

Students' comments: "Really valuable"; "Learned heaps!"

Going on a Reference Hunt

This session focuses on identifying and locating sources from that useful research tool: a reference list. (Please note: it does not teach how to reference in-text, or how to create a reference list – refer to a [Learning Advisor](#) for help in this.) Good for students having to start finding their own resources.

- what they mean to the researcher
- elements of a reference citation
- where they are found (end of articles, chapters and books)
- what the item cited is (journal article; book; chapter; website)
- how to locate the item cited, using the Library's catalogue, the Web and our subscription databases.

This session follows on from our Close Encounters session, but can be taken on its own. For Raumanga-based students, this session is taken in the Library and in E110, or in a computer lab. It can be adapted for classes anywhere, as long as there is an internet connection. It takes 1½-2 hours, for a maximum of 20 students. Book with the [Information Literacy Librarian](#). If it is to be conducted in a computer lab, plan ahead, as you need to book one with the [Facilities Co-ordinator](#).

Students' comments: "Feel a lot more confident"; "Excellent!"

Finding a journal article using our online databases

This is a structured, introductory session which ensures students succeed in locating and retrieving an article. This hands-on session includes:

- an introduction to print/electronic journals - popular/scholarly journals; and finding the printed journals in the library
- structure of an article
- importance of references; structure of a reference/citation
- demonstration of a relevant online database
- hands-on practice searching for and retrieving a full-text journal article

This session is only useful when students need to find journal articles for an assessment. Allow 1½-2 hours for a maximum of 20 students. Book with the [Information Literacy Librarian](#). It is conducted in a computer lab, so plan ahead, as you need to book one with the [Facilities Co-ordinator](#).

Student's comment: "That was seriously worthwhile!"

None of the above is exactly right? Talk to the [Information Literacy Librarian](#) - sessions can be adapted, developed or invented to suit your needs!

Research refreshers for staff

One-to-one or group sessions are offered as required to update staff in the library's electronic resources, or when a member of staff wants to update their skills when they are re-embarking on their own research. These sessions can be arranged in E110, a computer lab, or your office. Book with the [Information Literacy Librarian](#).

Staff member's comment: "That was enlightening!"

Please contact the [Information Literacy Librarian](#) by email: vgreen-moss@northtec.ac.nz to make bookings, and if you wish to discuss possibilities call into the Library, or call extension 3787.