How to Request Instruction for Your Classes

The librarians welcome and encourage you to bring your classes to the library for instruction. Please call or e-mail one of the reference librarians to schedule a class.

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Guidelines for Library Instruction

To ensure the best results for your students, please follow these guidelines for library instruction:

Arrange your Bibliographic Instruction during classes in which you can attend with your students.
Provide a minimum notice of 24 hours to allow us time to prepare instructional materials.
Contact us early in the semester to reserve your preferred date and time for instruction. Due to limited time and space, we can schedule only one class at a time.
Make sure your students have an assignment and have chosen their topics prior to bringing them to the library.
Allow a minimum of 45 minutes for instruction.
Please check that specific resources or titles are available in the library. Resources and titles you previously used might no longer be available.
Please try Internet assignments yourself before assigning them to your students. If an Internet assignment has many steps, try them all! Remember, the Internet is constantly changing!
Keep in mind that all information is not on the Internet! One reason is that copyright permission has not been given for some information to be put on the Internet. See Guide to Books, Magazines, Newspapers, Speeches, and Short Stories on the Internet for a sample list of items available in full-text.
Please allow your students to use information resources in a variety of formats (e.g., print, microfiche, online electronic, CD-ROM). The information's quality does not depend on its format. Information content, not format, is what's important.

Important Terminology:

Internet article vs. Database or Electronic article.
When giving an assignment to your students that requires them to locate a newspaper, magazine, or journal article, please distinguish between an Internet article and an electronic article. An Internet article, or an article on the Internet, is retrievable with common search tools such as Google--tools that anyone can use. Since anyone can place information on the Internet, these articles can be of questionable quality. An electronic article is one from the many article databases the library subscribes to and which, in general, only people affiliated with NHMCCD can use. Since these articles go through some form of review process, they are more likely to be
of higher quality. Even though these electronic articles are accessed by means of the Internet with a Web browser, they are not retrievable with common search tools and are not "on the Internet." So when you search these article databases, you are not doing a general search of the Internet as you otherwise would.

Search engines.
These are tools anyone can use to search a portion of the Internet to locate, for example, the Web site of the American Heart Association, the 9-digit zip code for a particular city, or the phone number for a chamber of commerce. We say "portion" because no search engine searches the entire Internet. Search engines include Google, WiseNut, AlltheWeb, Northern Light, Teoma, and others. Currently, Google searches more of the Internet than any other search engine.

Online catalog, library catalog, OPAC (Online Public Access Catalog).
These are all names for the computer-based interface you use to search for books and other information resources in a library or group of libraries. With the online catalog, you can search for resources by keyword, title, author, subject, and more.

Please feel free to contact any of the librarians if you would like an overview of the print and electronic resources available in your discipline or if you would like assistance in designing research-based assignments.

Placing Materials On Reserve

You can place books and other materials on reserve for your students to check out for as little as two hours or as much as one week. When placed on reserve, these materials are located at the circulation desk. To place materials on reserve, you can download the Faculty Reserve Request Form from the college's web server.

Anti-Plagiarism Resources

You might find these resources useful to educate your students about plagiarism and to combat plagiarism in your classrooms:

The Center for Academic Integrity (from the Kenan Institute for Ethics at Duke University http://www.academicintegrity.org/index.asp).

Research Resources for Students and Educators (http://lonestar.turnitin.com/research_site/e_home.html). For students—plagiarism defined; tips about avoiding plagiarism; citation styles and guidelines; research and writing skills suggestions; answers to frequently asked questions on topics such as fair use, public domain, and copyright. For educators—suggestions on how to integrate plagiarism education into the classroom; tips on how to make assignments that discourage plagiarism; information about the causes of plagiarism; help on how to identify types of plagiarism; printable handouts about plagiarism, proper citation, and writing research papers.