CNM Libraries Educational Services Policy

CNM Libraries provides educational services contribute to the teaching mission of the college; reinforce instruction and develop students into more effective researchers. Library educational programs and materials support CNM instructional objectives and develop teachers and learners at all levels into more skilled, confident, and self-sufficient users of networked information systems.

What is “Information Literacy”?

The abilities to find, evaluate and properly use authoritative information in a dynamic and rapidly expanding electronic information environment are as important as any other foundational skills that students are expected to acquire during their community college experience. “Information literacy” includes the interrelated skillsets of performing critical research facilitated by computers and the internet, traditional literacy, analytic and creative problem solving, responsible uses of information, and the avoidance of plagiarism. This complement of skills contributes to academic, personal and career success, lifelong learning, and good citizenship. The Libraries offer a variety of accessible educational services and resources designed to assist teachers and learners acquire these skills and apply them to a diverse array of research processes. Libraries educational services include scheduled face-to-face Library Instruction classes; self-paced online instructional modules, and Research Guides; and personalized Reference Assistance.

Face-to-Face Library Instruction

Program Standards: The CNM Library Instruction program integrates the Association of College Research Libraries (ACRL) Guidelines for Information Literacy Competency Standards for Higher Education into library instruction, and aligns ACRL’s Information Framework with CNM course curricula. For more detail concerning alignment of these standards, along with New Mexico Higher Education and Workplace Competency standards please see the research guide, “For Faculty: Library Instruction”:

http://subjectguides.cnm.edu/forfaculty

Class Customization –invites instructional innovation in delivery, method, and content: Librarians and trained Library Specialists work directly with instructors to understand a classes needs and embed instructor-provided research assignments into the class. This makes library instruction more relevant
and has shown to increase student engagement and retention of information. We provide several in-person teaching options: traditional lecture/demonstration, combination lecture/demonstration and class assignment, or very short lecture/demonstration with an emphasis on students working on their own research topic (with or without customized worksheet) or a library scavenger hunt. Class instruction at all campuses introduces the use of library resources to students in a hands-on computer lab. Instructional content and methods supports information literacy competencies appropriate for all levels. Classes may include the following:

- An introduction to the libraries services and resources
- A tour of our website and/or physical library
- Demonstrations of research tools, techniques, search strategies and information evaluation
- Any information literacy, critical thinking, or research topics that faculty wish to include.

**Evaluation:** library instruction assessments provides opportunities for staff to improve instruction and to provide the public and CNM with information regarding the quality of our services. Assessing Library instruction accomplishes the following:

- Determines what students have learned
- Documents the effectiveness of instruction
- Reinforces learning: Key performance indicators include a student’s ability to:
  - Use library services in order to access resources.
  - Evaluate information in order to distinguish appropriate, quality resources.
  - Employ search strategies in order to effectively retrieve relevant information.
  - Cite sources in order to give credit to others’ ideas and avoid plagiarism.

**Online Resources for Distance Learning, self-paced learning, and supplemental use**

Library instructional materials are available to instructors and students online through a series of self-paced, on-demand modules embedded in CNMLearn as “Library Research Guides”.

Vocabulary, concepts and skills introduced are similar to those covered in face-to-face Library Instruction, while also providing:

- greater depth of explanation of general information, with examples
- visual presentations of verbal information
- slower pace, extended exposure time, and opportunities to review
- multiple opportunities to self-test for comprehension.
General as well as specialized library skills, topics, and information are addressed in the 'Research Guides’ available on the Libraries website: http://subjectguides.cnm.edu/. This set of searchable guides covers topics from basic library resources concepts to highly detailed subject-specific guides and bibliographies including links to valuable online learning content selected by CNM Librarians. Instructors are encouraged to assign appropriate modules and Research Guides and to embed them into research assignments. These may be used as material to supplement face-to-face Library Instruction or may be used by the instructor or students in place of Librarian-led instruction.

**Reference Assistance**

Reference assistance is available through the Libraries’ public service Help Desks at all Campus Libraries; in person, by phone or via email: reference@cnm.edu. Patrons may receive personalized help finding answers to immediate questions or locating resources, while also receiving valuable on-on-one instruction on the research process and development of a search strategy appropriate to their skill level, topic and information needs.