

## Library Instruction

Librarians work with faculty to teach **information competency** through general and specialized orientations lasting from 30-90 minutes, over one or more class sessions as faculty see fit.

- **General library orientation:** Introduces students to our online catalog, includes searches in one or more of our online databases and points out the features of the library web site. Here's an example: <http://libguides.riohondo.edu/ENG101Reilly>
- **Specialized orientation:** Can be developed for a defined subject area(s) or assignment you wish us to cover. All examples and demonstrations are tailored toward showing resources for that particular subject(s).

Orientations are held in one of the library's technology-enhanced classrooms.

Examples of **specialized instruction** include:

- How to focus a research topic
- Specific databases such as ProQuest, ARTStor, Literature Resource Center, EBSCO
- Specific class topics - See COUN 151  
<http://libguides.riohondo.edu/CounselingandCareers>
- Web searching techniques and tips
- MLA, APA and ASA citation style formats

Because orientation appointments are taken on a first come first served basis, we highly recommend scheduling your library instruction sessions as soon as possible. Please call the **reference desk at x3484 or (562) 908-3484** or **email one of the librarians. You can also fill out the online request form** <http://www.riohondo.edu/library/faculty-request-for-library-instruction/>. A minimum of **one week's notice** is required in order to give the librarian time to prepare for your class.

Please send or email a copy of the assignment to any librarian or drop it off at the reference desk. We want to make sure that relevant examples are used in the demos and that we accurately judge the level of complexity required for the class. Note that we can add a hands-on library exercise upon request.

Librarians also offer a range of drop-in **workshops** throughout the semester which include a hands-on component. The workshop schedule appears in the library's Web page; alternatively, groups of 4 or more students may schedule a workshop with a librarian. Examples of workshop topics are: using the online catalog, scholarly sources in the online databases, Google search tips, avoiding plagiarism, Web evaluation, MLA citation formats, and more.

## Library Hours

2<sup>nd</sup> floor, Learning Resource Center  
(562) 908-3416 Circulation  
(562) 908-3484 Reference

Monday-Thursday	7:00 am – 9:00 pm
Friday	7:00 am – 3:00 pm
Saturday	9:00 am – 1:00 pm
Sunday	Closed
College Holidays	Closed
Spring Intersession:	Hours Vary
Summer Sessions:	Hours Vary



## Pre-Assignment Planning

Librarians can help you by:

- confirming that the College library or other nearby libraries have the resources required by your students for their research;
- recommending specific items which can be placed on reserve at the Circulation Desk;
- testing the library research component of the assignment from a user's point of view;
- suggesting which type(s) of library instruction may be appropriate for the class; and
- providing professional consultation to help develop assignments that can successfully incorporate information competency skills.

## Requests for Resources

The **librarian liaison** to your department <http://www.riohondo.edu/library/department-liaisons/> will work with you to obtain the books, videos, or journal subscriptions that your classes will need for their assignments. Please contact the reference desk to speak with your liaison.

For questions regarding **curriculum library statements**, please contact Judy Sevilla-Marzona at x3378.

## Faculty-Librarian Collaborations

The College librarians are available to work with you on extended or semester-long projects to teach information competency skills to your classes, make library materials available for your courses, and provide specialized research consultations for your students. FLEX credit may be available.

Librarians have recently collaborated on projects with faculty from the divisions of Communications & Languages, Behavioral & Social Sciences, Arts & Cultural Programs, Kinesiology, Dance & Athletics, as well as the Writing Center.

### LibGuides Just for You!

Librarians can create a **LibGuide** for your specific course or section, a particular assignment, or a course topic. A LibGuide allows librarians to customize Web pages and library resources for a variety of needs. Check out the LibGuide recently created for KIN194: <http://libguides.riohondo.edu/KIN194Udelko>. Students can access a LibGuide either via a specific URL or from the Library homepage. LibGuides can also be embedded in your online class or online syllabus. Ask a librarian to set up a LibGuide for your class!

## Course Reserves

We strongly encourage you to place a copy of your textbook(s) and other course materials on reserve. Contact the **circulation desk, x3416 or (562) 908-3416**, or fill out the online form [http://library.riohondo.edu/Reserve/RHC\\_Reserves\\_FORM.pdf](http://library.riohondo.edu/Reserve/RHC_Reserves_FORM.pdf) to place materials on reserve.

## Get to Know Your Librarians

- Robin Babou – x3375  
[rbabou@riohondo.edu](mailto:rbabou@riohondo.edu)
- Adele Enright – x3377  
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- Stephanie Wells – x3379  
[swells@riohondo.edu](mailto:swells@riohondo.edu)

Part-time librarians:

Vivian Arenas-Vellanoweth, Benjamin Barba, Gabriel Beeler, Jennifer Bidwell, Karen Bourgaize, Sally Ellis, William Enright, Bruce Guter, Carolyn Oldham, Claudia Rivas, Tod Shacklett