Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.8.2

3.8.2 - Instruction of Library Use

The institution ensures that users have access to regular and timely instruction in the use of the Library and other learning/information resources.

Judgment of Compliance

✔ In Compliance

Statement of Rationale for Judgment of Compliance

The Chipola College Library ensures that users have access to regular and timely instruction in the use of the Library and other learning/information resources. The mission of the Library in regard to instruction is to provide instruction to make students and staff effective users of Library resources and promote independent lifelong learning.

The Chipola College Library provides regular instruction in the use of the Library and its other learning and information resources. Orientation sessions on the available resources of the Library are offered to students, faculty, and staff. These are provided through scheduled instruction classes, workshops, tours, and individual service. New faculty members receive orientation to the Library to familiarize them with the services and materials available for their courses and students. This is done on an individual basis as requested.

Library staff may conduct training sessions at regularly scheduled faculty meetings. They also provide full-time and adjunct faculty orientations to introduce and update classroom faculty on Library services and collections. They encourage faculty to attend and participate in instruction sessions, including scheduling appointments during which specific databases and Library resources can be demonstrated. These sessions can be held in the Library, computer labs, or in the faculty member’s classroom or office.

Instruction is also available for students enrolled in courses taught on campus by University of West Florida, Troy University, and Florida State University through the University Center. Librarians work with instructors of campus institutions to ensure that their students are provided the same Library instruction and access as Chipola students.
The Chipola College Library is working toward the Association of College and Research Libraries (ACRL) Guidelines for Instruction Programs in Academic Libraries ([1]) in its training. Efforts to provide instruction on the use of Library resources are developed with faculty and administrators and regularly assessed. Staff members work with faculty, students and staff in providing the necessary instruction so that they can be effective users of Library resources.

Librarians actively solicit faculty to participate in information literacy dialogues and projects. The Texas Information Literacy Tutorial (TILT) ([2]) has been adopted by the Library and is now part of the syllabi in English 1101 and Humanities classes. Instructors are encouraged to include details and/or syllabi of any research assignment that will be required of their students. In this way maximum student interest will be attained as Library instruction is geared specifically to information needs. The Library staff’s constant focus is to increase awareness of the value of information literacy among both classroom faculty and administration.

Library instruction is provided in a number of ways, including course-related and course-integrated instruction, workshops for faculty, students and staff, and one-on-one instruction integrated throughout the Library’s website. The majority of the classes are taught in the Library or in the English writing lab. In conjunction with the Library instruction offered, staff members assist students and faculty in learning how to use the various information resources both within the Library and through electronic means.

The librarians customize Library instruction to maximize opportunities for students to achieve the skills necessary to complete the course assignment. Additionally, students are urged to consult independently with the Library staff during the preparation of the assignment.

Library staff strives to be aware of pedagogical trends on the campus and in the profession and adapt their information literacy models accordingly. Assessment of the Library instruction classes takes place on a continuous basis through discussions with both instructors and students, and review of the reading assigned in courses. Annual surveys ([3]; [4]; [5]), conducted to assess services and instruction, indicate a high level of satisfaction with Library services.

Information services and aids are posted on the Library webpage ([6]), and statistics showing the number of students receiving Library instruction and/or orientation are available. The Library schedule is posted on the website and at the Library entrance, and is published in the Student Handbook/Planner. The Library website includes the following pages related to use of the Library and its resources:

LINCCWeb Access ([6])
The Library Brochure provides information about the Library, its services, and resources. Detailed instruction on the use of on-line resources is available in the brochure which is available in the Library, across campus, and on-line. All students attending Library orientation sessions receive Library brochures.

The Chipola College Library provides students with access to current computer technology including specialized departmental software, word processing, Internet access, and multimedia in the Tech Lab on the second floor of the Library. Math and foreign language tutors are available at specific times in the second floor study rooms. The Reference Lab located on the first floor offers Internet access and is located adjacent to the Reference/Circulation desk to ensure that assistance is available as needed.

Attendance for the Library was 78,620 for the 2004-2005 school year and 70,561 for the 2005-2006 school year. Most likely, the drop in attendance occurred because of problems with heating and cooling in the building which have been rectified.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Number of Patrons</td>
<td>78,620</td>
<td>70,561</td>
</tr>
<tr>
<td>Orientations/Instruction Classes</td>
<td>39</td>
<td>63</td>
</tr>
<tr>
<td>Students Attending Orientation/Instruction</td>
<td>875</td>
<td>1460</td>
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<tr>
<td>Materials Checked Out</td>
<td>3995</td>
<td>4646</td>
</tr>
<tr>
<td>Online Database Searches</td>
<td>5298</td>
<td>8883</td>
</tr>
<tr>
<td>Patrons Using Tech Lab</td>
<td>Not Available</td>
<td>16,840</td>
</tr>
</tbody>
</table>

Based on the data in Table 3.8.2-1, the Library does ensure that users have access to regular and timely instruction in the use of the Library and other learning/information resources. Regular and timely instruction is a key component of the Library, and Librarians work with their colleagues to achieve this goal.

Documentation:

[1] ACRL Guidelines for Instruction Programs in Academic Libraries
[2] TILT


[6] Chipola College Library web page

[7] Chipola College website - Campus Resources

[8] Chipola College website - On-Line Resources

[9] Library Brochure

[10] Students and the Computer Network Brochure