

Andrews University
James White Library

BEST PRACTICES FOR OFF-CAMPUS SERVICES LIBRARY INFORMATION LITERACY
INSTRUCTION

The James White Library, at Andrews University, offers invaluable access to information resources, services, and orientation for off-campus faculty and students. What follows is a synthesis of best practices regarding the library that faculty should implement when teaching off-campus courses.

ROLE OF THE FACULTY MEMBER TEACHING THE COURSE:

1. Before leaving to teach at an off-campus site, schedule a meeting with Silas Marques, the Off-Campus Services Librarian (ph. 6263) to provide the library a schedule of the class to be taught, a copy of the course syllabus, and to implement a plan to provide the students with instruction in information literacy. Information literacy should be assessed as part of the assessment for the class.
2. Make sure that students are officially enrolled and have an Andrews University ID number and email account.
3. Demonstrate how to access the James White Library – www.andrews.edu/library
4. Require assignment(s) which requires the access and use of resources available at the Library through its homepage. (www.andrews.edu/library).
5. Point students to specific information available for off-campus students, which can be found through the “Off-Campus Services ” link at the bottom of the library’s homepage. (<http://www.andrews.edu/library/ocls/offcamp.html>) .
At this page, point students to the links: Off-Campus Library Brochure, Request Articles & More, Download Software, and Extension and Online Programs/Centers.
6. Schedule a library instruction class via Skype with the Off-Campus Services Librarian -

ROLE OF THE LIBRARIAN PROVIDING THE INFORMATION LITERACY INSTRUCTION:

ACCESS TO DATABASES AND PERIODICALS

Using the Databases

Patrons will need to use AU’s email account (username and password) to access the databases.

(A) Starting the search by a subject or topic: Select the appropriate Subject Guide to begin:

>Articles Database link (homepage...www.andrews.edu/library) >Search by Subject; > Choose the field of your interest; >Choose a specific Database and begin the search strategy.

(B) Starting the search using a specific (known) database: >Articles Database link (homepage...www.andrews.edu/library) >Search by Database Title; Choose the appropriate initial alphabet letter to find the database. Subject; Click on the database link and begin the search strategy.

Periodicals

If you are looking for a specific periodical (or have a specific citation/reference at hand), go to:

> Articles Database link (homepage...www.andrews.edu/library). > Periodicals A to Z (under Articles/ Databases Section); >Type in the title of the Periodical (or any word of the title); > find the adequate periodical; > Click on the database which has the appropriate coverage; > Find the appropriate year, volume and issue; > Find the article needed within the Table of Contents. Most of them will be full-text. If not, request it through Interlibrary Loan (Follow instructions below).

ACCESS TO BOOKS AND MONOGRAPHS

Library's Catalogue

The library's catalogue is under the Quick Search box in blue.

(1)To search by subject or topic, write on the right side box the topic, a keyword, a string of key-words (which can be separated by the word "and" or even a small phrase, for example: motivation for higher education students.

(2) To search by title or author, click the small drop-down menu arrow within the first box and select the option you want to search by. Then write the corresponding item on the box at the left side and search.

Dissertations

(1) In General: To search for dissertations, including dissertations and thesis defended at Andrews University: > Articles/Databases at the home page; > Dissertations & Thesis (Proquest) (under Quick Links) and begin the search strategy.

(2) Dissertations defended at Andrews: Go to > Articles/Databases at the home page; > Dissertations -Andrews University (under Quick Links) and begin the search

SERVICES

Interlibrary Loan – Off-Campus students are allowed to request 10 articles per week, making sure that they are not available online. To request, go to: > Interlibrary Loan (under Help/Services category); > > Request Form, and fill out the two forms provided and submit them. When and if the library finds it, the student will receive the articles electronically at the Andrews email which was provided.

Tutorials – Find tutorials on how to use the library's site and databases at the link to Tutorials, under the category Research Helps.

Ask-a-Librarian – Students can ask questions about access to the library's resources, webpage use, and general instruction through the Ask-a-Librarian link. At the library's home page, find the link > Research Services, under the Research Helps category and fill out the form provided.

Telephone – Students can call during working hours (Monday to Thursday, 8:00am to 5:00pm, and Friday from 8:00am to 12:00am. (+1 - 269.471.6263)

FAQ – Many useful general information is available through the Frequently Asked Questions link, located under the Help/Services category at the library's home page.

QUICK LINKS

The most used databases can easily be accessed under the Quick Links bar. Simply click the link Articles/Databases under the Search & Find category at the home page.

After the class is taught, the instructor and off-campus services librarian should provide a brief report to the off-campus programs director and the dean of libraries.

Silas M. Marques
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