

DeWitt Library Instruction Menu

General Topic	Areas Covered	Time Required
Article citations	<ul style="list-style-type: none"> • Using Find a Journal to access an article when you only have a citation • Using ILL to access an article we do not have access to 	10 minutes
Bibliographies / Works Cited	<ul style="list-style-type: none"> • Finding help pages on the library web site • Using NoodleTools • Creating a sample citation or two 	20 minutes
Book reviews	<ul style="list-style-type: none"> • Finding reviews in a variety of databases 	20 minutes
Catalog and WorldCat	<ul style="list-style-type: none"> • Finding books and videos • Using e-books • Reading call numbers & locations • Searching WorldCat • Using interlibrary loan 	20 minutes
Databases	<ul style="list-style-type: none"> • Searching databases for your subject • Finding full-text articles (may include interlibrary loan) • Creating accounts in databases (when applicable) 	10 minutes per database
Google	<ul style="list-style-type: none"> • Explaining tips & tricks of Google, including Google Books and Google Scholar 	15 minutes
Interlibrary loan	<ul style="list-style-type: none"> • Setting up an ILL account • Requesting materials • Accessing materials • Covering policies and time frames 	10 minutes
Paper format	<ul style="list-style-type: none"> • Using Microsoft Word to correctly format papers <ul style="list-style-type: none"> ○ Bibliographies ○ Line spacing ○ Page numbering ○ Footnotes 	15 minutes
Plagiarism / academic honesty	<ul style="list-style-type: none"> • Recognizing what is plagiarism • Determining what to credit 	15 minutes

Primary sources	<ul style="list-style-type: none"> • Explaining primary / secondary sources • Finding primary sources online • Finding primary sources in the library 	15 minutes
Reference sources	<ul style="list-style-type: none"> • Explaining reference sources • Showing both print and online sources • Mining sources to discover other sources 	15 minutes
Scholarly information	<ul style="list-style-type: none"> • Contrasting scholarly vs popular sources • Explaining the publication process for scholarly materials • Explaining peer-review 	10 minutes
Special topics	Varies; could be looking at statistical sets, finding music scores, locating literary criticism, etc.	Varies; minimum of 20 minutes
Tech tools	<ul style="list-style-type: none"> • Using technology to enhance assignments; could include <ul style="list-style-type: none"> ◦ Adding audio/video to PowerPoints ◦ Creating published web sites ◦ Editing Wikipedia entries 	Varies; minimum of 30 minutes
Topic strategies	<ul style="list-style-type: none"> • Brainstorming a topic • Narrowing topics • Identifying keywords • Understanding synonyms 	10 minutes
Tour	<ul style="list-style-type: none"> • Showing different collections, including reserves and reference • Explaining policies, services, and hours 	10 minutes
Web site evaluation	<ul style="list-style-type: none"> • Examining sites for credibility and reliability 	15 minutes