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1.0 **Goal of Information Literacy Instruction Service**

The goal of the Information Literacy & Media Design Instruction Service offered by the Library and the Project Factory is to provide students and faculty with the necessary skill set to become information literate. In accordance with the Association of College and Research Libraries’ Information Literacy Competency Standards for Higher Education, an information literate person is able to:

- determine the nature and extent of information needed
- research information effectively and efficiently
- critically evaluate information and its sources
- use and communicate information effectively to complete a specific purpose
- describe the economic, legal, and social issues surrounding the use of information
- defend information literacy as an ongoing process and an important component of lifelong learning

This goal is achieved by:

1.1 Providing an appropriate level of instruction to all students.

1.2 Providing information literacy and media design instruction and support at the time of need and in the most appropriate format.

1.3 Integrating information literacy instruction into the curriculum.

1.4 Embedding information literacy skill development into the curriculum.

1.5 Providing NAIT faculty with opportunities to gain information literacy skills and develop an awareness of how to incorporate information literacy into their teaching.

2.0 **Types of Information Literacy Instruction Service**

Every effort is made to ensure that each student receives the instruction appropriate to the individual level of library skills and needs at the time of need and in the most suitable format.

2.1 **Tours and orientations**

When students need to learn about the information resources relevant to their program of studies as well as the services accessible on and off campus, tours and orientations provide an awareness of resources and services available in the Library and Project Factory.

2.2 **Introductory classes**

Introductory information literacy classes are appropriate when students have an immediate need to locate, retrieve, use, communicate and cite information for a course or assignment. Information literacy classes focus on using the library search tool, databases, and/or internet to locate appropriate course resources, evaluate information & sources, discuss plagiarism, and identify citation information needed for a References list. Project Factory classes assist students to develop project and presentation skills. These classes provide students with information and hands-on activities that result in a measurable skill set.

2.3 **Advanced classes**

Advanced information literacy classes are appropriate when students need to do more in-depth research and apply further critical evaluation skills to their search for information.
This may include developing more complex search skills or using a wide variety of specialized resources. An advanced class is usually preceded by an introductory class.

2.4 Support for faculty-led information literacy activities

Librarians support faculty-led information literacy activities by consulting about assignments, and by creating customized learning objects such as subject-specific user guides, tutorials, videos or research tips relevant to assignments or courses. Librarians also provide lists of relevant, quality information resources, case studies, or other materials as requested.

2.5 Other formats of delivery

Online information literacy content is developed to meet the needs of online and blended learning in Moodle courses.

Faculty can activate the optional Library block in online and blended Moodle courses. The block provides a rich library environment by providing student access to resources and services relevant to courses.

Other information literacy learning objects are available on the library website. These include the iNAIT assignment tutorial, Library Research Tips, Program Resource Guides, Subject Guides, and other instruction tutorials & videos.

3. Library & Project Factory Program Outcomes

3.1 The following program outcomes expand on the formal information literacy instruction model. These levels of support and assistance are available to students at different times and in different modalities (e.g. just in time, group instruction, face-to-face, virtually).

Our goal is to support NAIT’s vision of student success, applied research and innovation, and to assist in NAIT’s mission of graduating educated, skilled, and successful learners.

1. Describe and implement research components.

- define information literacy competencies
- describe and discover different types of information sources (e.g. eBooks, websites, articles etc.),
- recognize plagiarism and techniques to avoid it
- create citations
- develop critical thinking skills
- evaluate information resources according to established criteria
- develop effective searching strategies
- access and use key search tools
- plan a suitable research or assignment topic

2. Discover Library & Project Factory resources and services.

- access assistance available from staff (on and off campus)
- select equipment and software available for use
- access and use Library & Project Factory websites
- access collections & resources located in the Library
- access equipment, resources & services located in the Project Factory
- use Library delivery & request services (e.g. course reserves, interlibrary loan, resource delivery, research consultations, etc.)
- access and use the Library Block in Moodle courses
• access and use the iNAIT tutorial
• recognize Library and Project Factory staff as a resource

3. Create presentations and printed projects by using and managing appropriate educational technologies.

• implement basic formatting and style tools in Microsoft Word
• organize and deliver an oral presentation
• implement the basic presentation tools available on EPSON Brightlink projectors and document cameras
• implement basic formatting and style tools in Microsoft PowerPoint.

4.0 Integrating and Embedding Information Literacy Instruction into the Curriculum

4.1 Information Literacy Instruction staff endeavor to collaborate with faculty in the delivery of instruction by providing information literacy expertise that complements classroom or online instruction, and improves skills required for successful completion of NAIT courses. Information literacy librarians provide access to audiovisual and interactive learning tools, and the Library block, in online courses.

Faculty help to ensure an optimal learning experience through integrating information literacy instruction into the course curriculum by:

• Arranging information literacy instruction sessions to coincide with a specific course assignment. However, general orientations can occur at the beginning of the semester.
• Discussing the assignment and learning objectives with the assigned Information literacy librarian to ensure that the class is tailored to meet the course needs.
• Setting the stage with the students by ensuring that they understand the assignment and are able to articulate their information need and any other expectations such as ethical use of the information.
• Attending the entire session with the students to demonstrate that the session is an integral portion of the course and to allow for discipline-specific input from the instructor.
• Providing feedback after class and/or before the next class on how the class could be revised to make it more effective for the students.
• Team teaching, if appropriate. For example, some topics or resources are best taught using a team approach with faculty providing subject expertise and librarians providing information literacy expertise.

4.2 Information literacy instruction staff champion and support embedding information literacy skill development into the curriculum. Information literacy should be an ongoing component of the curriculum so that over the duration of their education at NAIT, students can acquire and expand transferable information literacy skills, becoming critical and independent users of information.

• When courses are created or revised, collaborative partnerships between faculty and librarians are encouraged. Collaboration can include design of course content and activities, as well as assessment of information literacy skills.
• Information literacy content is contextualized within the content and assessment of each course and unit of study within the course, and is targeted to meet the specific and immediate assignment needs of the students. Additional information
literacy activities can provide opportunities to use and refine information literacy skills and develop understanding incrementally.

- Higher level courses can address more advanced information literacy outcomes that build on the skills students have already developed and support the research needs of these courses.

4.3 For online degree research-based courses, faculty may use the services of an Embedded Librarian who has instructor access to the course. Instruction librarians embed information literacy content or activities, monitor a library discussion forum, reply to students’ questions, and facilitate students in their search for appropriate course resources for the duration of the course.

5.0 Requesting Information Literacy Instruction Service

5.1 A description of Information Literacy & Media Design Instruction, booking procedures, and a link to the booking form are available on the NAIT Library website and the Project Factory website.

5.2 Whenever possible, in-person tours and classes are provided at the time requested by faculty. Faculty should arrange for classes and tours during a relevant timeframe, preferably when an assignment generates a need for information. Classes are generally not available the first week of the semester. One week of advance notice is required to book and customize a class to the course assignment. Staffing and room availability may affect the scheduling of classes.

5.3 Faculty may request that instruction be delivered in their own classroom or lab if appropriate, or in Room U213 if scheduling permits. Room U213 is a computer lab (40 stations) in the Learning Resources Centre and is maintained by the Department of Learning Resources for teaching information literacy and project preparation skills.

5.4 Faculty may request an Embedded Librarian in online research-based degree courses; Embedded Librarians may also be available for non-degree courses upon request. For more information about including an Embedded Librarian, faculty can consult with the Associate Coordinator Instruction.

6.0 Information Literacy Training and Resources for Faculty

Every effort is made to provide faculty with opportunities to gain information literacy-related skills.

6.1 Librarians provide information literacy content, activities and support for faculty training whenever possible and appropriate. For example:

An information literacy module for NAIT’s Becoming A Master Instructor (BMI) faculty training program Part 2 provides instructors with an opportunity to examine how information literacy can enhance curriculum and how information literacy can be successfully incorporated into face-to-face, blended and online courses.

6.2 Librarians offer a variety of workshops during In-Service, including workshops focusing on information literacy. Tailored information literacy sessions for individual instructors or groups can also be arranged at the request of faculty.

6.3 The information literacy section of the library website provides resources and tools to help instructors effectively incorporate information literacy into courses.
7.0 Staffing

The Information Literacy Instruction team consists of:

- Librarians with Masters Degrees in Library and Information Studies who have completed the Becoming a Master Instructor program and Best Practices in eLearning Facilitation course.
- Media specialists with training and expertise in presentation software and visual communication who have completed at minimum the first three modules of the Becoming a Master Instructor program.
- Library Technicians who deliver tours in the Library, and Educational Technology Assistants who deliver tours in the Project Factory.