

GATEWAY COMMUNITY AND TECHNICAL COLLEGE	Identification No.	Page Number
	Effective date of policy 4-1-08	Effective Date of Revision 4-1-08

Instructions: Boxes above will be completed by I.E. For items below place cursor on gray area and type requested information. Initially it may be easiest to think about procedures you follow to get things done, then look for the policy requiring the procedure. Revised 2/21/02

Title of Policy: Library Instructional Program

1. **Policy statement or reference: KCTCS Regents Policy 4.1.1.3.5; KCTCS Administrative Policy 4.1.3.2**

2. **Overview:**

The library instructional program prepares Gateway Community and Technical College students for curricular activities, and for experience with information use in work settings, careers, continuing education, self development, and lifelong learning. The GCTC Library Instructional Program Policy is developed based on the *Guidelines for Instruction Programs in Academic Libraries* approved by the Association of College and Research Libraries.

The purpose of the library instructional program is to educate the college community toward information literacy in our contemporary information society.

3. **Responsible Party: Director, Libraries and Information Services**

4. **Procedures:**

Definition of Information Literacy

The Library and Information Services adopted the following definition of information literacy approved by the Information Literacy Committee of the Kentucky Community and Technical College System:

As part of the general education competencies, students will learn to think critically and learn independently through information literacy. Information literacy incorporates:

1. demonstrated ability to recognize information needs;
2. demonstrated knowledge of the range and characteristics of resources;
3. demonstrated ability to identify appropriate sources;
4. demonstrated ability to obtain, evaluate and effectively apply information in a responsible manner.

Goals

The Library aligns the goals with the following Information Literacy Standards approved by the Kentucky Community and Technical College System:

1. The information literate student defines and articulates the need for information.
2. The information literate student accesses needed information effectively and efficiently.
3. The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.
4. The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.
5. The information literate student communicates the product or performance effectively to others.

Library Instruction

The Library and Information Services offers orientations, professional development sessions, and information literacy sessions to the college community. During the orientations and sessions, library catalogs and databases are demonstrated. Library aids are also provided. Hands-on training is included when computer labs are available during the sessions.

Review

The Library Instructional Program Policy is reviewed by the Library Advisory Committee on an annual basis, and revised to reflect changes in the institution and learning community.