



## Introductory Undergraduate Classes (such as College-Level Writing)

The main aims of introductory library sessions are to help students:

- recognize the array of information available and some differences among sources
- develop familiarity and confidence using WMU's physical and virtual libraries
- develop basic search and retrieval proficiencies in one or more online library database

The following list is designed to assist you in customizing library instruction for your class in the time available. This is not an exhaustive list; if you would like other resources or topics addressed, we are happy to discuss those options and work with you to shape the session to the particular needs of your class.

Times are variable for each topic on this list. Generally a 50- minute session allows time for you to choose about five (5) of these topics. Please discuss your choices and your requirements with the librarian who will be working with your class to ensure the session is tailored appropriately.

1. Defining the research topic
2. Recognizing differences between different types of resources (scholarly/popular, articles/books/open Web, etc)
3. Identifying the type(s) of information needed (e.g. background, research-based, peer reviewed, primary etc.) depending on the assignment requirements
4. Finding books on a topic in WMU's catalog, WestCat, by keywords and subject headings
5. Finding specified materials in WestCat by author and title
6. Using call numbers and location information from a WestCat record to locate print materials in WMU's libraries
7. Finding articles on a topic via a general or subject-appropriate online index
8. Focusing searches on the most relevant information in an online database by using subject headings and limits
9. Refining searches in an online database by using AND and OR
10. Accessing the full text of articles using Find it @WMU
11. Using interlibrary loan to obtain materials not in the WMU collections
12. Evaluating the relevance of retrieved citations and resources (by format, content, authority etc.)
13. Evaluating Web sources for authority, currency, accuracy, bias etc.
14. Understanding plagiarism issues and when and how to cite sources.
15. Finding audiovisual materials on a topic using WestCat
16. Finding slides using ImageCat
17. Using archives and special collections