Contact a Librarian—in more ways!

Live chat, text, email, and phone are available all semester to anyone with a library or research question!

For Embedded Librarian questions, please contact Rebecca Cochran at Rebecca.Cochran@ccv.edu or 802-654-0537

For general library questions, contact library@ccv.edu.

https://hartness.vsc.edu/about/contact/

Also consider contacting your program liaison for specific subject source suggestions and other ideas:

https://hartness.vsc.edu/faculty/ccv/liaisons/

We are where you are

Embedded Librarian Program @ Hartness Library

The Embedded Librarian Program allows you to request a designated librarian for your research-based course. Working within Moodle, a librarian will collaborate with you to provide enhanced library service and assistance to your students.

A discussion forum is added to your class and customized by the librarian per your course requirements and preferences. The librarian then posts relevant instructions, sources, and answers to student questions. Students interact with their class librarian via the forum or email.

This booklet details specific examples of how current CCV faculty use an Embedded Librarian to enrich their students’ experience. Use this guide to get ideas or to serve as a model when planning for your class librarian.

https://hartness.vsc.edu
Semester-long research assistance

In a research and writing intensive course where students are expected to write a 10-page research paper, students interact with the embedded librarian on a regular basis. The librarian posts a welcome message early in the term, and maintains a presence in Moodle throughout the entire semester. In the first few weeks, students are required to post their chosen research topics to the library forum. The librarian then responds to each student post with suggestions for narrowing or broadening the topic, and also suggests specific databases and keywords to help direct the students to the most relevant library resources. As the students continue to research their topics, they post to the library forum for directions and assistance in using the library whenever they have questions. At mid-term, the students are again required to post to the forum with their preliminary bibliography. The librarian is able to point them to more valid sources if needed. Other posts throughout the semester include APA citation style, evaluating sources, and how to search for government information on the web.

The frequent interactions between students and librarian enable the students to gain a better understanding of navigating Hartness Library, and in the end, result in better utilized scholarly sources for their paper.

Library Orientation

If your course does not involve a lot of research, but you want to offer an introduction to the Hartness Library, consider adding the interactive Library Orientation to your curriculum. The Library Orientation will introduce students to resources and research tools needed to complete assignments and papers at CCV. Students will also learn how to contact CCV librarians to get individualized research help.

http://tutorials.libraries.vsc.edu/vtcorientation/

The Information Literacy Tutorial

TILT is designed to help students become familiar with concepts and terminology related to library and Web research, evaluating and citing sources, and understanding how to use information for academic work. It can be uploaded directly to Moodle, and includes accompanying quizzes to test students’ comprehension after each module.

http://tilt.libraries.vsc.edu/ccv-tilt/
Alternate ways to use the library!

The Embedded Librarian Program is primarily geared towards courses that utilize the library for a specific purpose (whether it is a major research paper or just for one or two projects), or where students need one-on-one assistance.

There are other ways to incorporate the library into your course. If the Embedded Librarian Program is not quite the right fit, consider these alternate options, instead.

**Video Tutorials**

Want to just show one or two videos that teach the basics? Check out the library’s YouTube page—filled with videos ranging from “Where’s the Library?” to “Advanced Google Searching”!

http://www.youtube.com/user/TheHartnessLibrary

**Other worksheets & assignments**

Hartness Library offers a number of excellent worksheets and assignment ideas on the website! Use one or more of these exercises to familiarize your students with navigating the library. Find ideas under For Faculty on the website.

https://hartness.vsc.edu/faculty/

**A guest library week**

An online Microcomputer Applications instructor uses the program to introduce students to finding and evaluating information. Each week throughout the semester, students participate in a Moodle discussion forum. For the week focused on finding information online, the librarian comes in as a "guest lecturer" to lead the forum for that week. Over the course of the designated week, the librarian posts information on the criteria that students should consider when judging the credibility of information, strategies to more easily find relevant and credible sources, and a brief introduction to the copyright and citation issues involved with using online information. The librarian also responds to student questions and adds comments to steer discussions in useful directions.

The guest librarian has proved very effective for this class. While a traditional semester-long embedded librarian is unnecessary for Microcomputer Applications, bringing in the librarian's expertise for a single in-depth forum has been a great way to introduce students to these concepts, as well as give them an introduction to the Hartness Library.

“This is one of the most powerful tools for online faculty.”
Subject-specific assignment

Working in teams, students in Introduction to Business devise a business concept and create a business plan. Each student in the group is responsible for different aspects of the proposal, including competitor and customer analyses and marketing plans.

The Class Librarian begins with an introductory post that demonstrates the library’s specialized business databases. Students post detailed queries to the librarian, explaining the business idea and proposed location. The librarian steers them toward databases that contain sample business plans and regional business news, as well as web search strategies for finding industry information. As the groups begin to do more focused research about their competitors, they require access to in-depth company research. The librarian is available to demonstrate advanced database search techniques to find company profiles, analyst reports, legal and financial news about relevant companies.

This working relationship between student and librarian enables students to find the sources they need to create quality business proposals.

Requiring a library consult

In an SEI capstone course, an instructor creates a weekly discussion forum entitled “Writing the Essay,” with a component of the research and writing process. One of the assignments for Week 3 is to post the proposed paper topic and research question to the Class Librarian in the library forum and conduct some basic research with recommendation from the Class Librarian. Students then have to report back to the faculty member in the “Writing the Essay: The Library Consult” weekly discussion form and discuss what they found, what recommendations they were given, and how it will be helpful to their research process. The library consult and the reporting are both graded requirements for that week.

For research intensive courses, like SEI, working with a Class Librarian provides students with one-on-one assistance as they work on their papers. A library consult early on becomes an essential part of the process, and enables the students’ maximum exposure to quality sources. By requiring the students to consult with the Class Librarian, the faculty member knows that students are receiving professional assistance. Students become more comfortable asking questions in the library forum. The end result has been better quality written work from the students.

“Without the librarian’s expert guidance, these resources would remain a mystery and my students’ research would most likely remain ‘Googled.’ Thank you.

“The librarian complements my course-long emphasis and instruction in source documentation using primarily MLA citations and works cited, or APA as the case dictates.”

“It's a wonderful working relationship and I am extremely grateful that we have this opportunity at CCV.”