

COIL Meeting

Friday, February 26, 2016

Rogers State University

Stratton Taylor Library

1:00 – 2:30 pm

Attendance: Megan Donald, Richard Todd, Jamie Holmes, Kaitlin Crotty, Sarah Clark, Adam Brennan, Amanda Ross, Lisa Orth, Sarah Burkhead Whittle

I. Introductions

II. How to Train a New Instruction Librarian

Sarah Clark – RSU Associate Library Director

Kaitlin Crotty – Access Services & Distance Learning Librarian

III. Future Meetings:

Friday, March 25 – Book Club via Google hangout to discuss
*Rethinking reference for academic libraries : Innovative developments
and future trends* (2015) by Carrie Forbes & Jennifer Bowers

Friday, April 29 – Oklahoma City Community College

How to train a new instruction librarian in 10 steps

1. Hire Well: common sense, good communication skills, tech abilities and a helpful personality trump experience.
2. Give a solid grounding in the basics: Especially tech stuff like libguides and tutorial building.
3. Shadowing Instruction: Watch one, collaborate on one, and teach one.
4. Plan first session together, and sit in if possible
5. Don't forget to talk about one on one research appointments
6. Involve in instruction planning and learning outcomes
7. Get them all the training possible: Webinars, etc.
8. Introduce to the right people: Distance learning, center for teaching and learning, etc.
9. Expect a learning curve: It takes a while to learn that some classes react differently than others, no matter what you do.
10. Sit back and let them fly. If you followed the first 9 steps, they are going to be ready to do their own thing before you know it. Let them, but make sure they know you're right there if they have problems or questions.