

## **Montgomery College Libraries Mission Statement**

The Montgomery College Libraries facilitate student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability.

## **Services Provided by the Rockville Campus Librarians**

### Reference Desk Service

Librarians participate in providing reference service to students, faculty, staff and the community as per an established reference desk schedule. Focusing on MC students specifically, this service consists of providing research help in locating appropriate resources for papers and projects, assisting students with locating materials in the collection, and helping them with citing sources in order to complete their works cited page. **Librarians do not provide assistance with in-text citations, proof reading of papers, or with the actual writing process itself.**

A few examples of when students should be referred to a librarian at the reference desk are when they need:

- to locate materials in the collection
- assistance with searching online databases
- help with creating search queries
- support brainstorming keywords
- assistance with identifying elements in a citation in order to do their works cited page

### Research Consultation by Appointment

Students may request one-on-one research support from a librarian separate from the services provided at the reference desk if they need more in-depth assistance with their research and/or if they are struggling with locating appropriate materials on their topic. In order for the research by appointment to be successful, students need to be able to articulate their research needs, describe their keywords and the search strategy used so far, and the database(s) that they have searched.

A few examples of when students should be referred to a librarian for this type of service are when:

- they have tried on their own and have been unsuccessful in locating appropriate materials on their topic
- they have become frustrated by the research process
- if they need support in using the advanced search options in the databases

## Library Course Pages and Research Guides

Librarians create customizable Library Course Pages for students based on particular class assignments. Content of these online Course Pages may include search strategies, database suggestions, keyword selection, and appropriate websites to use. Course Pages may be accessed by going to the “For Students” box on the MC Libraries’ home page. Librarians also create and maintain Research Guides, which are online guides meant to also support and supplement in-house library instruction for individual classes or to support courses in general by subject. These guides provide students with a tailored portal to the information available through the MC Libraries. Research Guides can be located by going to the MC Libraries’ home page and clicking on the Research Guides tab located above the library catalog search box.

A few examples of when students should be referred to Course Pages or Research Guides are when:

- they need assistance with identifying the best database(s) to use for their topic (ex. Research Guide)
- if they have attended a library instruction class and were told by their faculty member or the librarian instructor that a Course Page was created for their specific class (ex. Library Course Page)

## Library Instruction

All librarians share in the responsibility and participate in providing library instruction to students enrolled at the College. Librarians engage with faculty to learn about student projects and assignments in order to create informative and worthwhile instruction sessions. Librarians review course assignments, create lesson plans and determine student learning outcomes for specific assignments. Librarians also select appropriate library materials and databases to use. They introduce students to library resources, research strategies, and information literacy concepts. Librarians use student assessment tools to determine if student learning outcomes have been achieved.

## Collection Development

Librarians participate in the selection and purchase of library materials. They read reviews and purchase print and electronic books in their assigned disciplines. They also consult with faculty members and encourage suggestions for titles and materials to include in the collection. They also engage in a summer weeding project to keep the collection timely and current. A student could be referred to any librarian if he or she thinks that an important title is missing from the collection.

## Committee Work and Partnerships

All librarians participate in internal and collegewide committees. The Libraries also promote partnerships within the college and externally. The librarians are also involved and participate in these professional relationships.