LEARNING RESOURCE CENTER

Orientation and Training

Policy and Procedure

POLICY

It is the policy of CIL to provide training and instruction for all new LRC users. Attendance is required. LRC users include the following:

- New Students
- New Adjunct Faculty and Chefs
- New Administrative Employees where indicated
- New Staff where indicated

The training and instruction may be provided in various formats, including, but not limited to, the following:

- LRC tours
- Classroom sessions
- Lab sessions
- Individual meetings
- Refresher sessions
- Targeted sessions (such as GALE or Research Papers)

The training and instruction should cover the following aspects of LRC services and use.

- Proper use of LRC
- Use of resources, print and electronic
- Access and use of computers and printers
- Access to collection
- Online catalog http://16752.rmwebopac.com/
- GALE https://bit.ly/45BorIL
- General information
- Reference services

Documentation of training and instruction is to be maintained for reporting purposes.

PROCEDURES

Schedule Training Sessions for Each Term

- Training takes place during the first two weeks of the term. Scheduling is coordinated with the Assistant Director of Education, Program Directors, Adjunct Faculty, and Chefs. Training is delivered in several different settings such as the following:
    o LRC orientation is included in CIL New Student Orientation.
    o LRC orientation is presented in thirty-minute class or lab sessions.
    o Baking and Pastry Lab classes visit the LRC for ten-minute walk-through sessions.
    o Targeted sessions are available for specialized resource or needs, including GALE, research papers, computer use, etc. Sessions are available upon request.
    o Library tours and instruction are available upon request by any user.
    o Library tours and instruction are available as needed for those who missed other opportunities to attend.
    o The instruction is delivered in person by the librarian. Future plans are to embed a training video, narrated by the librarian, into Blackboard. A short quiz will follow to document attendance. The Blackboard training option will be used for remote users as well as local users.

Session Guidelines

- A detailed sign-in sheet is prepared for each session.
- A detailed lesson plan is prepared for each type of session.
- Appropriate instructional materials (handouts, PowerPoints, photographs, examples, etc.) are prepared for use within the session or for distribution to attendees.

Content

- General Information
    o The LRC is open to all users Monday through Thursday from 7:30 am until 10:30 pm. It is open on Friday from 9:00 am until 3:00 pm.
    o The LRC is staffed Monday through Thursday from 9:00 am until 6:00 pm and on Friday from 9:00 am until 3:00 pm.
- LRC Rules
    o Always sign in and out at the front entrance to the LRC
    o Never bring food into the LRC
    o Always check out your books
    o Always return your books
    o Never take magazines from the LRC
    o Always respect others
    o Tell the librarian whenever there is a problem with equipment or resources
    o Whenever you need assistance, ask the librarian to help you

- The Physical Library
  - Sign-in location
  - Handouts
    - Class schedules
    - Online access sheet
    - Annual CIL calendar
    - Wine class tasting sheets
    - Library of Congress classification numbering sheet

  - Access signs for Wi-Fi and computers
  - Supplies
    - Pens, pencils, staplers, pencil sharpener, paper clips, etc.
  - Class schedule
  - QR codes for email, Blackboard, Portal, online catalog, GALE
  - Book collection
  - Magazines
  - Media
  - Computers
  - Printer
  - Seating areas

- LRC Collection -- Print Resources
  - Books. This collection consists of approximately 3,000 volumes covering the following general topics.
    - General reference
    - Culinary reference
    - Product information
    - Cooking science
    - General cookbooks
    - Regional cookbooks
    - International cookbooks
    - Baking and Pastry cookbooks
    - Specialized cookbooks
    - Magazine cookbooks
    - Foreign language cookbooks
    - Hospitality and restaurant management books
  - Magazines. This collection consists of approximately 600 issues, including the following titles.
    - Thuries
    - Le Journal du Patissier
    - Gourmet
    - Restaurant Startup and Growth

- Bon Appetit
- Food and Wine
- Art Culinaire

- LRC Collection – Electronic Resources
  - GALE's Culinary Arts Database is the primary electronic resource. https://bit.ly/45BorIL
  - Food-themed DVDs are available.
  - Management DVDs are available.
  - Foreign language DVDs are available

- LRC Computers and Printer Instruction
  - There is no charge for computer or printer use.
  - LRC Online Catalog http://16752.rmwebopac.com/
  - Access and printing
  - Searching skills
  - Page/document formatting
  - Illustrations for Baking and Pastry classes
  - Vision boards for Baking and Pastry classes
  - Research papers
  - MLA/APA
  - Assistance with using email, Portal, Blackboard, Online Catalog, GALE
  - Printing color documents when needed

- Use of Resources
  - Books
    - Books are checked out for two weeks at a time.
    - Books can be renewed one time for a second two weeks.
    - If the librarian is in, hand her the books you want to check out.
    - If the librarian is not in, complete the check-out form and leave it for the librarian.
    - Return your books to the librarian.
    - Books can be sent to remote users upon request.
  - Magazines
    - Magazines are for use in the LRC only; they cannot be checked out.

- Librarian Assistance
  - The librarian works with students, program directors, adjunct faculty, and others to support the CIL education program. Such assistance includes, but is not limited to, the following:
    - Information distribution and notices within the LRC
    - Locate curriculum support resources

- Build topical bibliographies (catering, plating, recipe creation, wine, sugar, flour, butter, oil, etc.)
  - The librarian works with students, program directors, adjunct faculty, and others to locate needed materials from the LRC collection.