

Green River College PRFR Report Appendix 2.H.1

2.H.1 Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.

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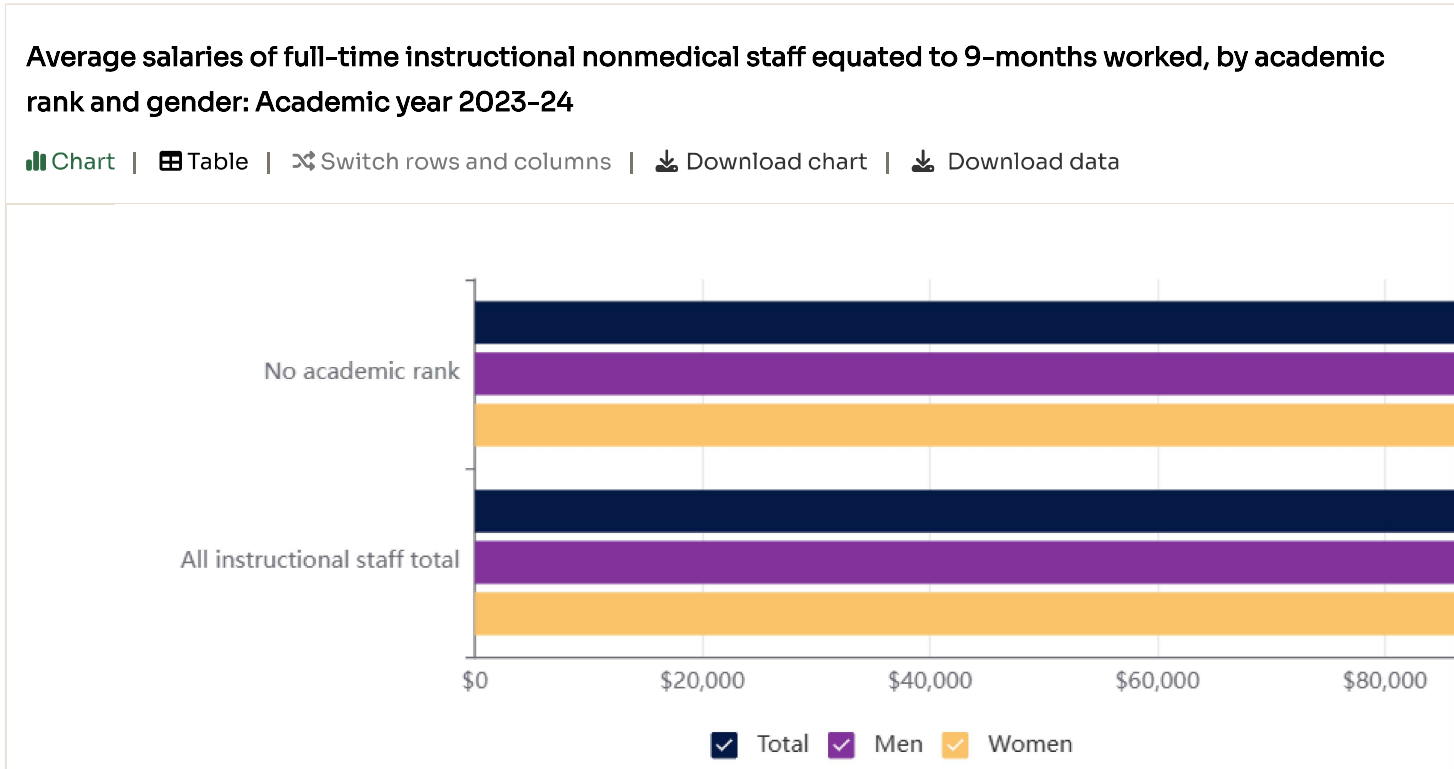
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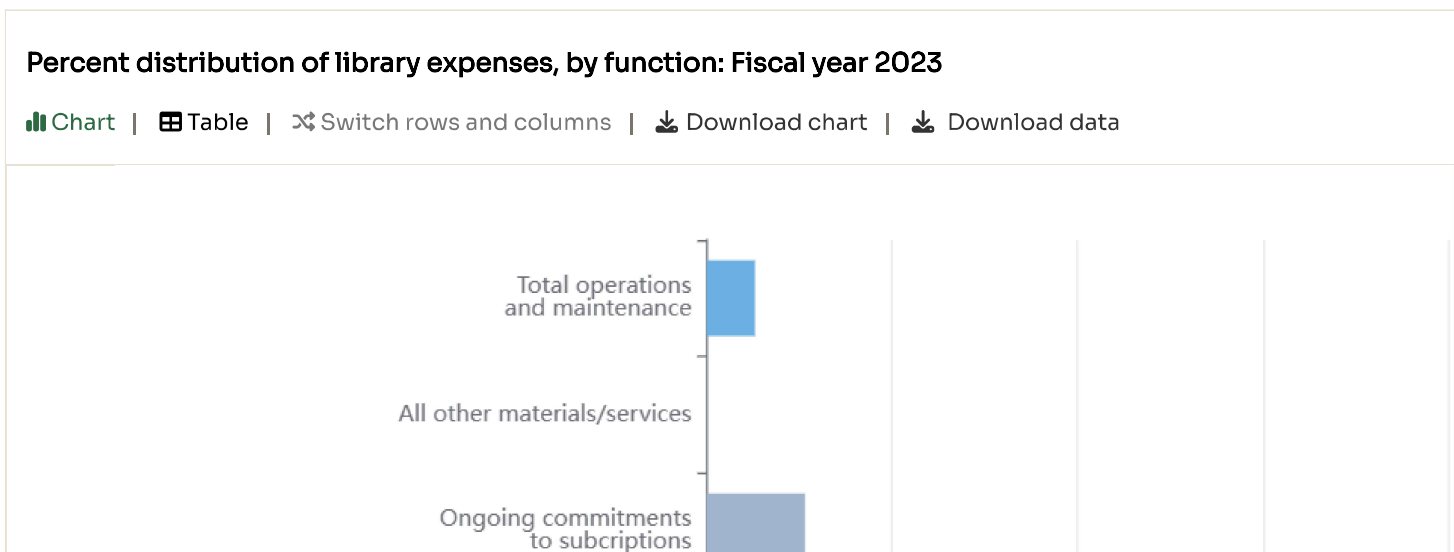
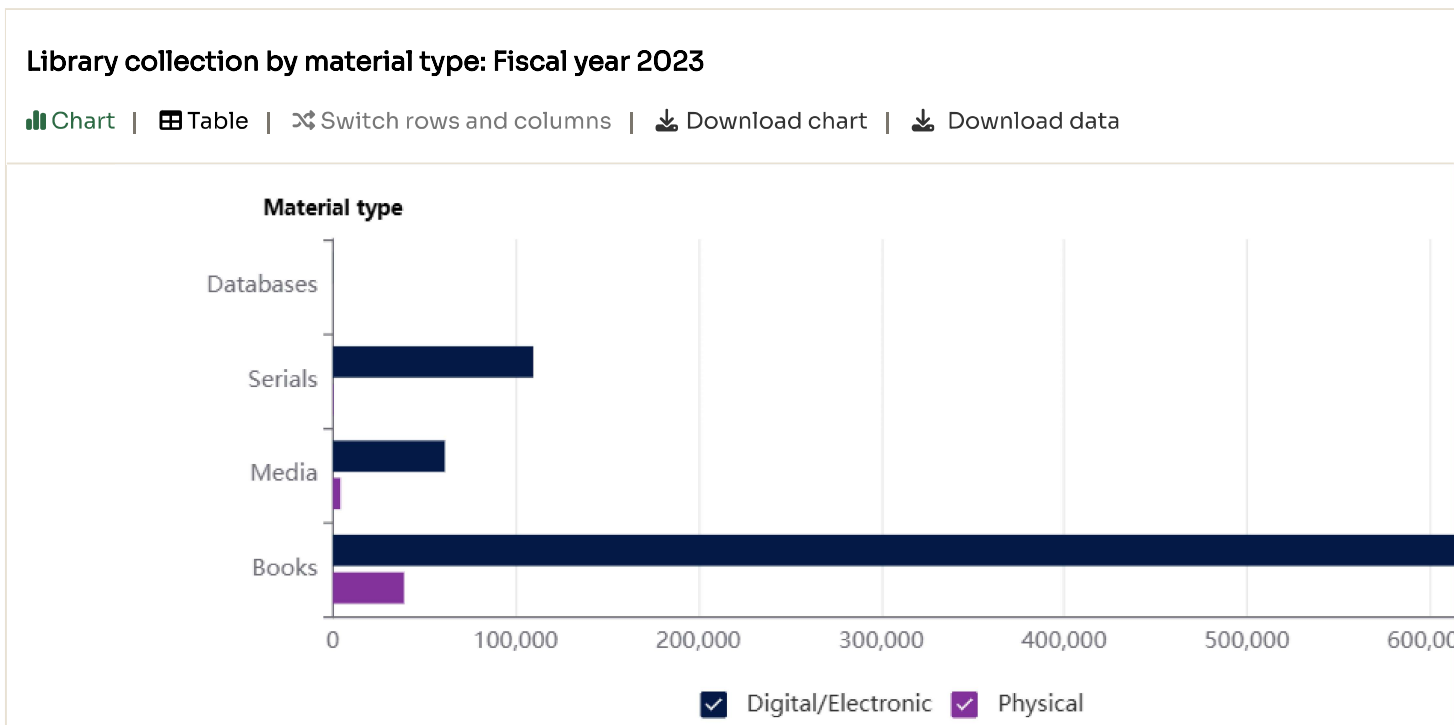
2.H.1 EV.#1 / Section 1

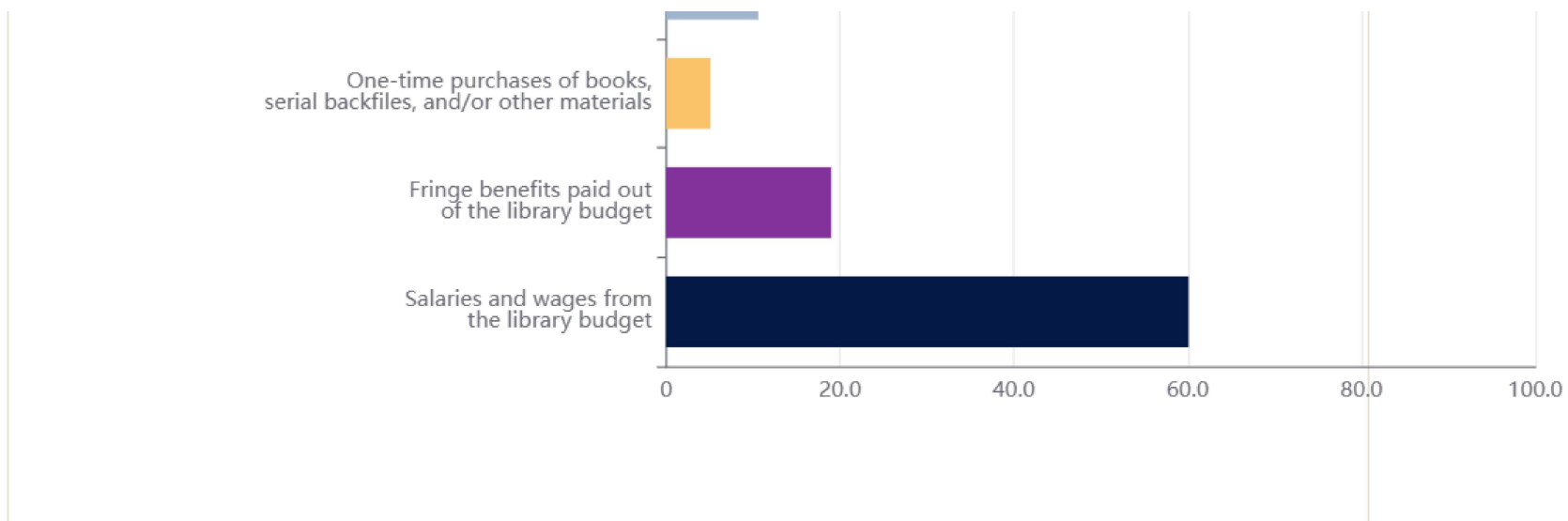
Library Collection

	Total	Instructional Staff	Research	Public Service
Less-than annual contract	0	0	0	0
Without faculty status	0	0	0	0



Academic Libraries





Institute of Education Sciences

[IES organizational chart](#)

[Scientific integrity statement](#)

[Accessibility statement](#)

Our website

[Staff directory](#)

[Privacy and security policy](#)

[Newsflash](#)

Related sites (external)

[U.S. Department of Education](#)

[USAJOBS](#)

Purchase Requests & Collection Guidelines



Search Collections & Databases

Search this Group

Search Collections & Databases Home

Holman Library One Search

Databases by Subject

Databases By Name

Research Guides

Books and eBooks

Film & Video

Journal Lists & Specialized Collections

GRC One Book

Purchase Requests & Collection Guidelines

Other Libraries

Interlibrary Loan

Purchase Requests & Collection Guidelines

Purchase Requests (#s-lib-ctab-32798237-0)

Collection Development & Gift Guidelines (#s-lib-ctab-32798237-1)

Collection Development Guidelines

The library collection is your collection. We value your input and will make every effort to purchase requests that contribute to our curriculum-driven collection.

Please review our collection development policies below, which guide the library's acquisition of new materials.

- [Collection Development Guidelines \(https://libguides.greenriver.edu/ld.php?content_id=66319937\)](https://libguides.greenriver.edu/ld.php?content_id=66319937)
 - Includes
 - I. Purpose and Description
 - II. Collection Development Responsibilities
 - III. Selection Guidelines
 - IV. Collection Description
 - V. Weeding
 - VI. Request for Review of Library Materials Procedure

Gifts

Holman Library does not accept gifts of books, periodicals, CDs, DVDs or other materials at this time. Monetary gifts to the library may be made through the Green River College Foundation. Monetary gifts may include restrictions, providing they are pre-approved by the Dean of Library and Media Services. Please indicate your gift is for Holman Library.

- [Green River College Foundation \(https://www.greenrivercollegefoundation.org/\)](https://www.greenrivercollegefoundation.org/)

Related Pages

- [Library Policies & Guidelines \(https://libguides.greenriver.edu/c.php?g=1403447&p=10409587\)](https://libguides.greenriver.edu/c.php?g=1403447&p=10409587)

Go to...

- **LIBRARY HOME PAGE**
(<https://www.greenriver.edu/campus/campus-resources/holman-library/index.html>)
- **Borrowing & Circulation**
(<https://libguides.greenriver.edu/c.php?g=1402373>)
- **Research & Academic Support**
(<https://libguides.greenriver.edu/c.php?g=1403434>)
- **Student Technology & Logins**
(<https://libguides.greenriver.edu/c.php?g=1398644>)
- **Faculty Support**
(<https://libguides.greenriver.edu/c.php?g=1403456>)
- **About the Library**
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10385860>)

- **Ask a Question**
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10933148>)
Get help in-person, by email, phone, or 24/7 chat from a librarian!
more... (javascript:void(0);)



Holman Library Collection Development Guidelines

Collection Development Guidelines

Holman Library, Green River College
Auburn, WA

- I. Purpose and Description
 - II. Collection Development Responsibilities
 - III. Selection Guidelines
 - IV. Collection Description
 - V. Weeding
 - VI. Request for Review of Library Materials Procedure
-

I. Purpose and Description

This document outlines procedures and guidelines for developing and managing the Holman Library collection at Green River College. Collection management includes the selection, acquisition and deaccession of library materials in all formats. The Holman Library collection reflects the curricular and information needs of Green River students, faculty, staff, and community in accordance with both the library and college mission statements.

Green River College offers courses and programs leading to associate degrees, applied baccalaureate degrees, certificates, and diplomas in academic transfer, high school completion, and professional and technical fields. Green River provides developmental and basic skills programs, and non-credit courses for professional growth and personal enrichment.

Students and faculty of Green River College in their learning and teaching roles are the primary users of the library collection. The secondary audience consists of staff and administrative employees.

Holman Library practices equity, diversity, and inclusion in our library services and spaces. Librarians have a professional and ethical responsibility to be proactively inclusive in collection development by seeking content created by, and representative of, marginalized and underrepresented groups.

Holman Library adheres to the principles of intellectual freedom established in the American Library Association's [Library Bill of Rights](#), and interpreted in its [Intellectual Freedom Principles for Academic Libraries](#) and the International Federation of Library Associations and Institutions' [Statement on Libraries and Intellectual Freedom](#).

II. Collection Development Responsibilities

Collection development is the responsibility of the professional library faculty with input from teaching faculty, students, staff, and administration. Final responsibility for

implementation of this policy rests with the Associate Dean of the Library, Media Services, and Tutoring & Resource Center. The Collection Development Lead is a faculty librarian who has overall responsibility for the selection, development and maintenance of the collection and collaborates with faculty, staff, and students. Faculty librarians act as liaisons to faculty divisions, soliciting the subject expertise of individual faculty to tailor the library collection, subject guides, and instruction to the curriculum.

III. Selection Guidelines

Holman Library collects and maintains materials that support the educational needs of Green River College students, faculty and staff.

Holman Library acquires representative materials in all areas of knowledge focusing on subject areas relating to Green River's academic, vocational, and basic skills curricula, appropriate to the level of instruction with emphasis on books targeted at lower-division courses and Bachelor of Applied Science programs. Subscriptions to university-level ebook collections provide access to upper-level undergraduate and specialized research materials are collected on a selective basis. Interlibrary loan serves individual research needs outside the scope of the Holman Library collection.

Criteria for selection of library materials includes relevance to the information needs of Holman Library's primary users, primarily in support of curriculum needs; the accuracy and validity of the information; the anticipated demand for the material; the appropriateness of the level of material; the strength of present holdings in the subject area; the lasting value of the content; content that recognizes and embraces diverse perspectives; language and reading level; cost of the material on a one-time or continuing basis; evaluations of the material in standard reviewing sources; and the professional judgment of the library and non-library faculty. The Library acquires material in a variety of formats. For detailed selection criteria, see Appendix 1.

IV. Collection Description

Electronic Resources:

Holman Library collects online reference materials, monographs, periodicals, and streaming video to provide constant, consistent access to information in any location and at any time of day. Green River students, faculty, and staff can access all of the library's electronic resources through its website.

Reference Collection:

The focus of the reference collection is to provide materials needed to conduct research. It contains standard reference works useful in the fields covered by the undergraduate curricula of the college. Since 2010, Holman Library has focused on acquiring online reference works in Gale Virtual Reference Library, now known as Gale eBooks, and in other online-accessible formats as more courses and sections move to online and hybrid modalities. Items in the Reference Collection do not circulate nor are they loaned to

other libraries. Materials in the Reference collection are reviewed annually for currency and relevancy to the collection.

Main Collection:

The Main Collection contains circulating books, government documents, and non-fiction DVDs. Holman Library is a partial depository for Washington State documents. The library follows the regulations of the Washington State Depository Program on the maintenance and retention of Washington State documents. Holman Library is not a depository for federal, foreign, or international government publications.

Oversize Collection:

Books that are too tall for Main Collection shelves are housed separately in the Oversize Collection. Oversize items circulate just like items in the Main Collection.

Basic Skills Collection:

The Basic Skills Collection provides textbooks, readers, workbooks, and audiovisual kits for English Language Learners (ELL) and Basic Education for Adults (BEA) students and faculty. Additions to this collection are largely based on ELL and BEA instructor recommendations. The Basic Skills Collection includes test preparation practice manuals for TOEFL and IELTS.

Essential College Skills Collection:

The Essential College Skills Collection houses books, study guides, and workbooks for students wishing to improve their reading, writing, mathematics, and study skills. Materials in this collection support students in High School Completion (HSC), BEA, I-BEST, and the pre-college curriculum. The Essential College Skills Collection includes test preparation practice manuals for GED, SAT, and ACT.

Picture Book Collection:

The Picture Book Collection supports children’s literature and Early Childhood Education classes by actively collecting the annual winners and honor books selected by Newbery, Caldecott, Coretta Scott King, and other national awards, and the Pacific Northwest Library Association’s Young Reader’s Choice Award.

DVD and Streaming Video Collection:

Online course delivery has increased the need for streaming media formats. Holman Library maintains a subscription to streamed educational films and purchases individual documentaries and educational titles requested by instructors. The DVD collection supports curriculum needs. Motion pictures, television programs, plays, dramatizations of novels, and musicals are housed in the DVD collection while documentaries are shelved in the Main Collection.

CD Collection:

The CD collection supports the needs of the music and drama departments teaching classical music, American popular music, and world music courses.

Periodicals Collection:

The Periodicals Collection contains current subscriptions to general-interest and discipline-specific magazines and journals. In addition to print subscriptions, Holman Library provides extensive access to thousands of periodicals through its subscriptions to many databases. Holman Library maintains current subscriptions to local and regional newspapers.

V. Request for Review of Library Materials Policy

Should a library user consider any item in Holman Library collection to be objectionable, the user may submit a completed Request for Review of Library Materials form to the Dean of Library and Media Services (Appendix 3). The item will remain in its current location while the review is underway.

VI. Weeding of the Physical Collection

Weeding refers to the ongoing assessment process during which items are identified for removal from the collection and disposed of in accordance with Washington State law.

- A. The Collection Development Lead is responsible for coordinating weeding activities and must approve all weeding decisions. Librarians and faculty in their areas of expertise may be asked to participate in weeding activities.
- B. Criteria for Weeding include:
 1. worn or damaged materials, including those with broken spines, defaced or faded pages or covers, missing, torn or brittle pages, etc.
 2. materials having little or no circulation according to information derived from the Library’s online catalog. Exceptions are classics in their disciplines or standard titles in their areas which give an overview of the subject area.;
 3. duplicate copies of low-circulating materials;
 4. materials containing outdated or inaccurate information;
 5. unusable media items due to obsolete, irreparable or unobtainable equipment;

6. materials that no longer meet a curriculum need;
7. superseded editions of materials neither considered classics nor needed for historical purposes; and
8. periodicals over ten years old, unless the material is specifically chosen for extended holdings.

Last updated July 2025

Appendix 1: Selection Criteria

A. Selection criteria include:

1. relevance to the research needs of Holman Library's primary users;
2. strengths and weaknesses of the existing library collection in the subject area;
3. reputation of author, publisher or producer;
4. recognizing and embracing diverse perspectives;
5. language and reading level of the material;
6. accessibility of information;
7. cost;
8. evaluations of the material in standard reviewing sources;
9. for periodicals, indexing in readily-accessible databases;
10. for databases, percentage of full-text available; and
11. the extent to which a title or subject has been requested by Holman Library users through interlibrary loan.

B. Additional selection criteria for books include:

1. the choice between hardcover, paperback or electronic format based on expected usage;
2. the decision to replace lost, missing, or damaged materials according to the criteria established for initial selection;
3. in general, not purchasing multiple copies (with the exception of class sets for BEdA, ELL, and One Book);
4. in general, not purchasing textbooks that students purchase as part of their course requirements; and
5. evaluating gift items with the same criteria used to evaluate purchased items.

C. Additional selection criteria for electronic databases include:

1. high percentage of full-text content;
2. ability to access content through the library's third-party aggregator tool;
3. public service support requirements, such as the need for staff and user training; and
4. accessibility and technical support by the producer of the database.

D. Additional selection criteria for media include:

1. format based on anticipated use, availability, and cost;
2. for DVDs, availability for purchase in DVD Region 1 (or All Region) format;
3. for streaming video, availability on academic library platforms;
4. language, with preference given to versions that offer subtitles in other languages and/or contain closed captioning that meets Americans with Disabilities Act requirements;
5. priority given to faculty requests; and
6. availability of public viewing rights.

Appendix 2: Collection Areas

The library collects materials to support the following divisions and programs:

Business & Law

Accounting, Business Administration, Business Management, Business Technologies and Administrative Careers, Criminal Justice, and Court Reporting and Captioning

English

English Composition & Literature, Reading, and Study Skills

Fine Arts

Ceramics, Dance, Design, Drama, Drawing, Music, Painting, and Photography

Health Sciences, Education, and Wellness

Early Childhood Education, Health Education, Occupational Therapy, Physical Education, and Physical Therapy

Humanities

Arabic, Communication Studies, Counseling, Film Studies, French, German, Japanese, Journalism, Library Science and Information Literacy, Philosophy, and Spanish

International Programs

Intensive English as a Second Language

Mathematics

Nursing and Healthcare Studies

EKG Technician, ER Technician / Phlebotomy, Nursing, and Nursing Assistant

Science

Anatomy and Physiology, Astronomy, Biology, Chemistry, Environmental Science, Geology, Oceanography, and Physics

Social Science

American Minority and Ethnic Studies, Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology

Technology

Aviation Technology, Computer Information Technology, Computer Science, Cybersecurity & Networking, Data Analytics and Software Development, Design Drafting Technology, Electronics Technology, Engineering, Natural Resources, Industrial Engineering, Manufacturing Technology, Mechanical Design Technology, and Software Development, and Water Supply/Wastewater Technology

Trades

Automotive Technology, Carpentry Technology, Machining & Manufacturing Technology, Maintenance Mechatronics, and Welding Technology

College and Career Pathways

(formerly Transitional Studies and Wellness)

English for Language Learners (ELL), Adult Basic Education, High School Equivalency (ABE/HSE), and High School Completion (HSC)

Information verified using

<https://www.greenriver.edu/students/academics/divisions.html>

July 2025

Appendix 3: Review of Library Materials Procedure

Should a library user wish any item in Holman Library collection to be reviewed, the user may submit a completed Request for Review of Library Materials form to the Associate Dean of Library, Media Services, Tutoring & Resource Center. The item will remain in its current location while the review is underway.

The Associate Dean of the Library, Media Services, and Tutoring & Resource Center will review the submitted Request for Review of Library Materials with the professional librarians and reply with a written response to the library user. The response will state whether a decision was made to withdraw, retain, or relocate the material and may include an explanation as to how the material relates to and supports the college curriculum, its level of usage, etc.

Within three weeks of the written response from the Associate Dean of the Library, Media Services, and Tutoring & Resource Center, the complainant may forward a written appeal to the Associate Dean of the Library, Media Services, and Tutoring & Resource Center. If an appeal is received, an ad hoc Review Committee will be formed within two weeks to review the questioned material. The Review Committee will consist of the Associate Dean of the Library, Media Services, and Tutoring & Resource Center, the Collection Development Librarian Lead, a division chair, and one faculty member from outside the library. The Review Committee will review the written request and the response and will examine the material in question in its entirety. The Collection Development Librarian Lead will provide information to the committee which may include how the material supports the curriculum, statements from instructors whose students have used or may use the material, reviews from professional recognized sources, etc.

Within 45 days of receipt of the written appeal, the Review Committee will forward its decision (3 or more concurring votes required) to the Associate Dean of the Library, Media Services, and Tutoring & Resource Center who will notify the complainant in writing. Material that has undergone a review will not be reviewed again for one calendar year from the date on which the Review Committee's decision is forwarded to the Associate Dean of the Library, Media Services, and Tutoring & Resource Center.

Request for Review of Library Materials

Holman Library, Green River College

Date:

Name:

City and State:

Phone:

Email:

Do you represent yourself or an organization/group (please identify)?

Item to be reviewed (title/author, or title/year for media):

Have you personally reviewed part, all, or none of the item?

What are the areas of concern?

Optional: What sources do you suggest to provide additional information on this topic?

Signed:

Please return to the Associate Dean of the Library, Media Services, and Tutoring & Resource Center.

(email: librarian@greenriver.edu)

Holman Library

Green River College

12401 SE 320th St

Auburn, WA 98092

Quick Guide to Holman Library Instruction & Services

Quick Guide to Holman Library Instruction & Services

(<https://www.greenriver.edu/campus/campus-resources/holman-library/>)

Here are some ways librarians support instruction and student success at GRC.

Information Literacy Instruction:

- Librarians can work with your class on a research or information project of any kind. We teach students how to:
 - Choose and narrow a topic
 - Find and select a range of appropriate resources
 - Explore the scholarly and professional literature within a discipline
 - Evaluate information to assess for credibility, authority, bias and more
 - Integrate sources into their own discussion and cite sources ethically
- Librarians can create a research guide specifically for your class or subject area. Examples:
 - Aviation - <http://libguides.greenriver.edu/avia>
 - English 126: Research Writing in the Humanities - <http://libguides.greenriver.edu/engl126>
 - CJ101 Criminal Justice - http://libguides.greenriver.edu/cj101_swenson
- Librarians can help you develop a research or information project or adapt an existing one.

To schedule instruction you may:

- Email Jody Segal at jsegal@greenriver.edu or directly email your library instruction liaison (see below)
- Use the instruction request form: <http://grcc.greenriver.edu/library/forms/faculty-instruction-request.htm>

Library instruction is most effective when we have:

- At least one week to develop a lesson plan and materials specific to your class. If you are working with an adjunct librarian, they may require a little more lead time.
- A copy of your assignment at least one week in advance, along with information about your goals for library instruction, where your students will be in the process, possible topics, and any other information that will help us design relevant, effective instruction.

Librarian Instructional Liaison areas:

- Amanda Chin: IESL, TSW, Fine Arts, Aviation
- Jennifer Rohan: ELL, Social Science, Health Sciences and Education,
- Jody Segal: Business & Law, English, Science
- Katie Cunnion: Humanities, Technology, Trades, Continuing Education
- Marji MacKenzie: Collection Development all Divisions

Faculty Support – Librarians can help:

- Assess the resources we have to support a class, program, or project, and order additional resources
- Introduce or update you on our collections of databases and print materials
- Embed a research guide and other information resources in your Canvas classroom

Check out the **For Faculty** tab on the library website for helpful links, including InterLibrary Loan, scheduling library instruction, course reserves, academic honesty, copyright, Canvas help, OER, One Book, and library contacts.

Library Quick Facts:

- We have two classrooms for library instruction that seat 28 or 36 students
- We have nearly 60,000 print books, videos, magazines, journals, and other physical materials in Holman Library
- We have e-book and streaming video collections, and 100+ databases: <http://libguides.greenriver.edu/az.php>
- We have 180 desktop computers, 5 laptops students can check out for in-library use, media equipment for student and faculty use, and a limited number of laptops for quarterly checkout to students in need
- We are open from 7–10 Mon-Thurs (til midnight at end-of-qtr), 7-6 on Fri, and 2-6 on the weekend

What is Information Literacy?

Information literacy refers to the ability to **think critically about information, find information effectively, and use and produce information ethically**. The Association of College and Research Libraries defines information literacy as: **“the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.”**¹

Information literacy is essential in our contemporary environment of rapid technological change and proliferating information resources. Because of the escalating complexity of this environment, individuals are faced with diverse, abundant information choices--in their academic studies, in the workplace, and in their personal lives. Information is available through libraries, community resources, special interest groups, media and the Internet--and increasingly, information comes to individuals in unfiltered, and varied, formats, raising questions about its authenticity, validity and reliability. The uncertain quality and expanding quantity of information pose tremendous challenges for society. The sheer abundance of information will not in itself create a more informed citizenry without complementary abilities that enable us to think critically about the production and purpose of that information and use that information effectively.

Information literacy forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. At Green River, we teach information literacy to pre-college students, academic transfer students, and professional & technical education students, and to both domestic and international students. Information literacy enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning and information creation.²

GRC librarians teach information literacy through the ACRL’s Framework for Information Literacy Instruction, which identifies six core threshold concepts that are relevant across academic disciplines and professional programs:

- **Authority is constructed and contextual** recognizes that all information reflects its creators' expertise, credibility and point of view and the authority of any information source is constructed, rather than absolute.
- **Information creation is a process** refers to the understanding that how information is gathered, the format in which it is delivered, and the purpose for which it was created are intrinsic to its message.
- **Information has value** recognizes that information is a commodity that reflects legal, social, political and economic interests and it is a means to an education, to influence over others, and to understanding the world.
- **Research is inquiry** suggests that research is an iterative process in which the questions that are asked and the answers found produce new and increasingly complex questions, disagreements, and lines of inquiry to follow.
- **Scholarship is conversation** recognizes that communities of scholars, researchers and professionals engage in ongoing analysis, discussion, critique and knowledge-building upon and against one another’s ideas.
- **Search is strategic exploration** refers to the idea that searching for information is recursive and nonlinear, requires evaluation of sources, and benefits from intellectual flexibility and an open mind.

While information looks different in different academic disciplines, an information literate individual is able to:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into a knowledge base
- Use and create information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information

¹ <http://www.ala.org/acrl/standards/ilframework>

² This description of information literacy is a minor revision of the ACRL’s: Information Literacy Defined.
<http://www.ala.org/acrl/standards/informationliteracycompetency>

Titles Purchased by Division/Subject 23-24

Titles Purchased FY23-24

Electronic and physical, by academic division

	Books	DVDs	
Division			
Business	79		79
CCP	20		20
English	340		340
Fine Arts	39		39
Health Sciences	132		132
Humanities	35		35
IESL	4		4
Mathematics	10		10
Science	128		128
Social Science	342	3	345
Technology	124		124
Trades	5		5
Untagged	134	12	146
Grand Total	1,392	15	1,407

May 28, 2025 Database Discussion & Statistics

2.H.1 - Appendix E - May 28, 2025 database discussion & statistics: We identified elements of the Gale database package that were unique to the statewide database license that was going away in June 2025 and determined by examining usage that continuing these unique segments was not justified as a separate subscription. Librarians discussed usage (sheet: 2023-24) in our weekly meeting with the guidance of the collection development librarian.

Usage by Database

User: Holman Library Green River CC
 Date Selection: Between 07/01/2023 and 06/30/2024(Date Range)
 Libraries: Green River College (Library ID: greenrcc)

Product Description	Sessions	Full Text Retrievals	Retrievals	Searches	Turn-Aways
Gale Academic OneFile	7,883	10,803	10,937	8,422	0
Gale Business: Entrepreneurship	2	1	1	4	0
Gale Business: Insights	303	694	713	585	0
Gale Directory Library	11	8	8	45	0
Gale General OneFile	2,163	742	764	4,432	0
Gale Health and Wellness	201	303	303	289	0
Gale In Context: Biography	2,495	975	991	5,383	0
Gale In Context: College	2,028	139	140	4,388	0
Gale In Context: Environmental Studies	2,242	676	679	5,001	0
Gale In Context: Global Issues	6,125	2,308	2,310	6,926	0
Gale In Context: High School	1,932	470	472	4,472	0
Gale In Context: Opposing Viewpoints	6,125	6,858	6,870	15,283	0
Gale In Context: Science	2,291	1,027	1,030	5,335	0
Gale In Context: U.S. History	2,171	405	405	4,797	0
Gale In Context: World History	2,171	201	201	4,475	0
Gale Lit.: Dict. of Literary Biog.*	1,039	1	1	3,155	0
Gale Literary Index	4	0	2	6	0
Gale Literature Cross-Search Portals	1,120	0	0	26	0
Gale Literature Resource Center	1,291	1,556	1,557	3,504	0
Gale Literature: Book Review Index	1,948	248	253	4,542	0

Held in 2018-19

Usage Summary

User: Holman Library Green River CC
 Date Selection: Between 07/01/2023 and 06/30/2024(Date Range)
 Libraries: Green River College (Library ID: greenrcc)

	Inside Usage	Remote Usage	Total Usage
Total Sessions	138,958	0	138,958
Total Connect Time (min)	2,359,051	0	2,359,051
Average Connect Time (min)	17		17
Total Fulltext	61,111	0	61,111
Total Retrievals	61,455	0	61,455
Total Searches	304,101	0	304,101
Total Turnaways	0	0	0

*This was added to Green River's holdings as a trial by Gale.

2.H.1 EV.#2 / Section 2

Library Liaisons Literacy Instruction

Holman Library



GRC Holman Library / Faculty Support / Library Information Literacy Instruction

Faculty Support

[Faculty Support Home](#)

[Library Information Literacy Instruction](#)

[Library Information Literacy Instruction](#)

[Information Literacy Resources](#)

[Library Resources for Classes & Canvas](#)

[Course Reserves](#) [↗](#)

[Film & Video for Classes](#) [↗](#)

[GRC Class Sets](#) [↗](#)

[OER, Free & Low-Cost Materials for Classes](#) [↗](#)

[Copyright](#)

[Interlibrary Loan](#) [↗](#)

[Purchase Requests & Collection Guidelines](#) [↗](#)

[Professional Development](#)

[Technology, Media Services & eLearning](#)



Go to...

- **LIBRARY HOME PAGE**
(<https://www.greenriver.edu/campus/campus-resources/holman-library/index.html>)
- **Search Collections & Databases**
(<https://libguides.greenriver.edu/c.php?g=1401588>)
- **Borrowing & Circulation**
(<https://libguides.greenriver.edu/c.php?g=1402373>)
- **Research & Academic Support**
(<https://libguides.greenriver.edu/c.php?g=1403434>)
- **Student Technology & Logins**
(<https://libguides.greenriver.edu/c.php?g=1398644>)
- **About the Library**
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10385860>)

- **Ask a Question**
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10933148>)
Get help in-person, by email, phone, or 24/7 chat from a librarian!
more... (javascript:void(0);)

Schedule Instruction (#s-lib-ctab-32804359-0)

Library Liaisons By Division/Department (#s-lib-ctab-32804359-1)

Information Literacy at GRC (#s-lib-ctab-32804359-2)

Library Liaisons By Division/Department

Library Liaisons are full-time faculty who assist other faculty with library instruction, library collection needs (making sure the library has materials to support your curriculum), as well as serving as a personalized point of contact for all questions and requests related to library services.

Instruction Liaisons

- **Full-Time Faculty Librarians** (<https://libguides.greenriver.edu/c.php?g=1403447&p=10385863#s-lib-ctab-32792812-3>)

Instruction Liaison Librarians by Division


DIVISION	DEPARTMENT	LIAISON LIBRARIAN
Business and Law	All	Jody Segal (mailto:jsegal@greenriver.edu), ext. 6488
College and Career Pathways	Transitional Studies (TS)	Amanda Chin (mailto:achin@greenriver.edu), ext. 6481
	English Language Learning (ELL)	Jennifer Rohan (mailto:jrohan@greenriver.edu), ext. 6487
Continuing & Community Ed.	All	Jody Segal (mailto:jsegal@greenriver.edu), ext. 6488
English	All	Jody Segal (mailto:jsegal@greenriver.edu), ext. 6488
Fine Arts	All	Amanda Chin (mailto:achin@greenriver.edu), ext. 6481
Health Sciences, Wellness, & Education	All	Jennifer Rohan (mailto:jrohan@greenriver.edu), ext. 6487
Humanities	All	Jennifer Rohan (mailto:jrohan@greenriver.edu), ext. 6487
Intensive English Program (IEP)	All	Amanda Chin (mailto:achin@greenriver.edu), ext. 6481
Mathematics	All	Amanda Chin (mailto:achin@greenriver.edu), ext. 6481
Nursing	All	Jennifer Rohan (mailto:jrohan@greenriver.edu), ext. 6487
Science	All	Jody Segal (mailto:jsegal@greenriver.edu), ext. 6488
Social Science	All	Jennifer Rohan (mailto:jrohan@greenriver.edu), ext. 6487
Technology	All	Amanda Chin (mailto:achin@greenriver.edu), ext. 6481
Trades	All	Jody Segal (mailto:jsegal@greenriver.edu), ext. 6488

Collection Liaison Librarian (all divisions and departments)

- **Collection Coordinator:** Marji MacKenzie (<mailto:mmackenzie@greenriver.edu>) 253-931-6483



Related Pages

- Books (<https://libguides.greenriver.edu/books>)
- Scholarly Journals (<http://libguides.greenriver.edu/scholarlyjournals>)
- Articles - scholarly journals, magazines, newspapers (<https://libguides.greenriver.edu/articles>)
- Audio and Video - DVDs, streaming videos, podcasts, CDs (<https://libguides.greenriver.edu/audiovideo>) 
- Images - images online and in library database tools (<https://libguides.greenriver.edu/images>)
- Primary Sources (<http://libguides.greenriver.edu/primarysources>)
- Literary Criticism (<https://libguides.greenriver.edu/literarycriticism>)
- Statistics (<https://libguides.greenriver.edu/statistics/finding-statistics>)
- Websites - smart search strategies (<https://libguides.greenriver.edu/websites>)

Last Updated: Oct 2, 2025 2:42 PM | **URL:** <https://libguides.greenriver.edu/faculty> |  [Print Page](#)

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[Ask A Question](#) | [Holman Library](#)



Library Assessment Processes

Library Assessment Processes

Course-Level Learning Outcomes

Each Quarter

- Each librarian enters all classes taught into the [Library Instruction Data Collection Form](#). The database provides different reports that can show instruction in different core themes, divisions, and departments, as well as the information literacy concepts we highlight in instruction. The current version is available in the HL Staff SharePoint 'Instruction Assessment' folder: [HL Assess Dashboard CURRENT](#)
- All librarians submit at least one course-level assessment. These are used for individual self-assessment and reflection as well as being a pool of examples for other librarians. [G:\Library\Instruction Assessments\Instruction-Assessment-Narratives](#)
 - The goal is to learn from assessment and document that process.

Each Winter

Library Learning Outcomes database statistics are compiled, reviewed, and submitted to [IPEDS \(Integrated Postsecondary Education Data System\)](#).

Program-Level Learning Outcomes

- **General Program Assessment folder** - [HL Info Literacy Program Assessments](#) and [Program-outcomes-LOC](#)
 - **Reports in this folder:**
 - 2017-2018 Program Assessment Report - Final - Information Literacy Holman Library.docx
 - 2018-2019 Program Assessment Report - Information Literacy _ Holman Library.docx
 - 2019-2020 HL Info Literacy Program Assessment.docx
 - After 2020, the librarians paused program assessment reports during the pandemic while new modes of instruction (remote-first) were being put into place. In 2022, the library created a new instruction assessment data collection form that included session format, and in Spring 2023, the library created a [data dashboard to visualize assessment](#), including program and campus-wide outcomes.
 - **Most recent revised program outcomes & shared assessment rubrics:**
 - **Information Literacy program outcomes (revised Fall 2019):** [Holman-Library-Information-Literacy-Program-Level-Outcomes2019.docx](#)
 - **Information Literacy (HL) Program Assessment Rubrics:** [ILAssessmentRubrics](#)
 - **Humanities Division (shared) assessment rubric (vers. Sp2020):** [Mar2020v2 HUM ProgramOutcomes \(Library\).docx](#)
 - The Humanities Division rubric includes one assessment row from each of the Humanities' instructional areas, so has less detail than the library's full program assessment rubrics-- the Humanities rubric is being used for our division pilot of a shared assessment tool and assessment process using Canvas.

Faculty Survey

Two Year Cycle. First year administer survey in Winter or Spring. Second year review results and implement changes (student survey administered that year).

Faculty Survey File in Sharepoint: <https://greenriveredu.sharepoint.com/:f:/s/HLStaff/EuRIQhO3IRxOg1Hu7xHyYUABkSoRK0aL6JuooCjBGzI5Fg?e=9qz14W>

- **Winter 2025** - librarians discussed survey timing in our Jan. 31 librarian meeting and decided to postpone running the faculty (instruction) survey until at least Fall 2025 due to workload (down 1 FT librarian) and many recent campus surveys; we will discuss in a Fall meeting and assess if we want to administer the survey then or wait.
- Results 2022-2023 Faculty Survey - [Full response spreadsheet](#) | [summary](#)
 - Link to discussion: May 16, 2023
- Results 2020-2021 Faculty Survey - [Full Response Spreadsheet](#)
 - Link to Discussion: [March 16 2021](#)
 - Link to Documentation on Implementation of changes/ responses to Survey - [Closing the Loop on Survey](#)
- Results 2018- 2019 Faculty Survey: [19Spring-fac-survey-info-instruction-responses.pptx](#). Find full response spreadsheet: [G:\library\instruction assessments\faculty-surveys](#)
- Reviewed and plan to implement changes Fall 19:
 - <http://holmanlibrary.pbworks.com/w/page/136509024/2019%20Oct%2031%20Agenda%20and%20Minutes#view=edit>

- <http://holmanlibrary.pbworks.com/w/page/136509042/2019%20Nov%2021%20Agenda%20and%20Minutes>
- Spring 2014 Faculty Survey: found at G:\library\Instruction Assessments\faculty-surveys
-

Student Survey

Two Year Cycle. First year administer survey in Winter or Spring. Second year review results and implement changes (faculty survey administered that year)

- 2024 HL student survey (Sp2024) - [results](#); [results summary](#); [librarian discussion in meeting](#) (Oct. 23, 2024)
- 2022 HL student library survey (Sp22) - [results](#); [results summary](#); [librarian discussion & action notes](#) (Oct. 25, 2022)
- 2020 student library survey - [results \(Survey Monkey\)](#) & G:\LIBRARY\Statistics\Student IC & Ref Surveys\2020 Student IC (web) Survey
 - *note* - Survey was shortened, focused on online resource access due to switch to remote learning with COVID19 closures in early Mar 2020. Results reviewed & discussed Feb. 2, 2021.
- 2018-19 Work plan from survey results in [2018 IC Survey recap notes](#)
- Spring 2018 Survey Results in G:\LIBRARY\Statistics\Student IC & Ref Surveys\2018-IC Survey
- 2017 Reference survey in G:\LIBRARY\Statistics\Student IC & Ref Surveys\2017 - Ref Surveys
- Winter 2016 Survey results in G:\LIBRARY\Statistics\Student IC & Ref Surveys\2016 - IC Surveys
- 2015 Reference survey in G:\LIBRARY\Statistics\Student IC & Ref Surveys\2015 -Reference Surveys

Other Surveys

- 2015 Reference survey in G:\LIBRARY\Statistics\Student IC & Ref Surveys\2015 -Reference Surveys
- 2017 Reference survey in G:\LIBRARY\Statistics\Student IC & Ref Surveys\2017 - Ref Surveys
- 2017 Digital Media Lab Survey of Faculty Need [Digital Media Lab Survey - Google Forms.pdf](#)

Database Review

Database Review in conjunction with budget work each Spring. Documents considered:

- usage statistics for specific databases
- feedback from subject area liaisons
- costs and overall budget.
 - Document: Databases over time (costs and year) G:\LIBRARY\Jennifer\Reports\Database prices.xlsx

Collection Review

Collection development happens year-round. Major weeding in Summer each year.

- Snapshot of weeding report at end of Summer 2019: [Weeding Progress September 2019.pdf](#). Ask Marji for current report.
- Example of shelf report used for collection review: [Shelf report 659-700.pdf](#). Ask Marji or Hannah for current shelf reports of specific ranges.

Holman Library Collection Development Guidelines

See Above 2.H.1 EV.#1 / Section 1

Purchase Requests & Collection Guidelines

See Above 2.H.1 EV.#1 / Section 1

2.H.1 EV.#3 / Section 3

Holman Library Information Literacy Instruction Program Plan

Holman Library Information Literacy Instruction Program Plan Green River College

Purpose

This document provides a tool with which library faculty and administration can plan, deliver, assess, and improve the Holman Library instruction program. It also provides an overview of library instruction to share with Green River College stakeholders.

Instruction Program Mission

The Instruction Program at Holman Library supports the mission, vision, and core values of Green River College by enhancing students' information literacy skills for academic success and for lifelong learning in their personal and professional lives in a diverse, global and technological society.

Faculty Librarians at Holman Library work to integrate information literacy across the college curriculum. They design, teach, and assess customized information literacy instruction:

- in all modalities (face-to-face, hybrid, and fully online),
- synchronously and asynchronously,
- at the reference desk,
- in single shot and series information literacy classes in support of subject classes,
- in drop-in library workshops, and
- in credit-bearing information classes.

Librarians employ the *Association of College and Research Libraries Framework for Information Literacy* (2016) and the *Standards for Information Literacy* (2000) to develop students' understanding of how and why information is produced and distributed, and skills at effectively and ethically finding, assessing, and using information.

The ACRL *Framework for Information Literacy* defines information literacy as “the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.”

Instruction Program Goals and Objectives

Holman Library's Instruction Program supports GRC Campus-Wide Learning Outcomes on Critical Thinking, Written Communication, Quantitative and Symbolic Reasoning, and Responsibility.

Holman Library's Instruction Program supports two program-level student learning-outcomes.

- Students will be able to identify the scope of their information need and access information effectively in order to find results that make progress towards their intended purpose.

- Students will be able to evaluate, select, synthesize, and cite information in order to ethically incorporate sources into their own work.

Community college students bring with them a wide range of abilities, preparedness, experiences, expectations, and personal, academic and professional needs. Librarians support student success by recognizing students' strengths while building their skills, and by striving to close equity gaps in student achievement and retention. The Holman Library instruction program identifies and teaches appropriate information literacy skills, and identifies and implements appropriate outcomes and assessments across the four core instructional areas of Green River College: College Transfer Education, College Readiness Education, Career and Technical Education, and Continuing and Community Education. The library instruction program specifically targets for instruction high-impact courses across the college, including:

- developmental classes in International Programs, Transitional Studies, and Academic Transfer divisions,
- foundational courses in Academic Transfer that serve as prerequisites across campus,
- upper-level courses in Academic Transfer and Prof-Tech Programs for discipline-specific information literacy instruction, and
- BAS Programs for professional-level information knowledge, skills and dispositions.

Faculty Librarians

Oversight, class scheduling, and assessment of the program is managed by a tenure-track faculty librarian Instruction Lead. Administrative oversight includes the Associate Dean of Library, eLearning, and Media Services and the Vice President of Instruction.

1. Full-time faculty librarians serve as liaisons to divisions, departments and programs in the four core instructional areas of GRC.
2. Liaisons are responsible for developing relationships with faculty within their liaison areas by:
 - meeting with all new faculty through new faculty orientations and/or other outreach,
 - attending liaison division meetings periodically, and
 - communicating with faculty in divisions regularly.

Faculty librarians are responsible for:

- collaborating with subject faculty within their liaison areas to design customized, discipline-specific, and developmentally appropriate information literacy projects, research and instruction,
- providing consultation with discipline faculty to help integrate information literacy concepts into their classes. This includes consultation on assignments, instruction, and assessment,
- providing tools that discipline faculty can use to integrate information literacy into their classes. This includes assignment best practices, online instruction modules, asynchronous learning tutorials, and assessment rubrics,

- identifying and assessing appropriate student learning outcomes, and
 - performing outreach to faculty in their subject liaison areas to ensure that the library meets curriculum needs.
3. Information literacy classroom instruction is taught primarily by librarians within their liaison areas.
 4. Librarians are responsible for annually reviewing the information literacy instruction program and making needed revisions.

Library Instruction

GRC students enhance their information literacy skills through information literacy instruction embedded throughout the curriculum.

Faculty librarians will:

1. Work to embed information literacy across the curriculum that is
 - outcome-based,
 - developmentally appropriate,
 - disciplinarily relevant,
 - assessable,
 - format neutral (online or face-to-face),
 - accessible, and
 - culturally responsive and inclusive.
2. Curate and deliver a collection of asynchronous learning modules and video tutorials for student use and for faculty to integrate into courses, particularly in online and hybrid classes.
3. Provide information literacy instruction in core instructional areas.
 - College Transfer Education
 - Target key prerequisite and transfer courses, in particular:
 - English 101: Composition 1
 - English 126, 127, and 128: Research Writing in the Disciplines
 - Communication Studies 220: Public Speaking
 - Career and Technical Education
 - Target each cohort in entry-level Prof/Tech programs, in particular:
 - Health Sciences – Nursing, PTA and OTA cohorts
 - Criminal Justice
 - Target BAS cohorts for advanced information competencies:
 - Natural Resources
 - IT – software development and network security
 - Aviation – capstone project
 - Business – support branch campus BAS programs
 - Early Childhood Ed
 - Court Reporting and Captioning – require INFO credit course
 - College Readiness Education

- Target courses in Transitional Studies for introduction to academic libraries and college information literacy, in particular:
 - ELL Level 4, 5 and 6
 - Transitional Studies Reading/ Writing/ Social Science/Science
 - High School Completion
 - Continuing and Community Education
 - Target International Programs for introduction to academic libraries and college information literacy, in particular:
 - IP College Bridge
 - IEP
4. Offer credit-bearing information literacy classes.
- Assess need for additional credit-bearing courses to support Academic Transfer and BAS Programs
 - Assess library ability to offer additional credit-bearing classes

Assessment

Assessment is a key component of the Holman Library Information Literacy Instruction Plan. All information literacy classes are designed with specific student learning outcomes.

1. Assessment of individual classes:

- Librarians will do assessments in individual classes they teach each quarter. The goal is to assess an aspect of the class by gathering meaningful data, reflecting on the data, and devising a plan to move forward.
- Assessment of individual classes includes one-shot and multiple-shot information literacy instruction with subject courses.
- Librarians may assess any number of things, including information literacy learning outcomes, student engagement, pedagogy, equity, and more.
 - Librarians will write and submit their assessment each quarter with the following information:
 - course info, including course name, instructor, number of students
 - the general information plan for the class
 - the threshold concept(s) addressed by the session(s)
 - a description of what is being assessed
 - how it was assessed
 - assessment information
 - a reflection on what was learned, including what the librarian may keep doing and/or changes to implement the next time they work with the class.
- Librarians will close the loop on assessment with reflection/data on how revisions impacted the instruction plan and student learning,

2. Program-Level Assessment of Instruction Program:

- Holman Library collects quarterly data that provides an overview of the Holman Library Instruction Program.
 - Librarians will use the shared instruction database to collect information on all individual classes taught each quarter, including the following information:
 - Course and instruction info
 - Number of students taught
 - Number of sessions
 - Threshold concept(s) used to frame instruction
 - Information Literacy outcomes instruction is designed to address
 - Librarians will close the loop by assessing annually if the instruction program is:
 - working with all college core instructional areas or missing targeted partners,
 - addressing a range of ACRL threshold concepts or focusing on only a few,
 - supporting campus-wide learning outcomes, and
 - helping students meet information literacy thresholds.
 - Holman Library runs a biannual survey for faculty feedback on information literacy instruction. Librarians may use the data collected to do any of the following:
 - Implement changes at the individual instructional level
 - Implement changes at the instructional program level
 - Implement changes to the Information Literacy Instruction Program Plan
3. Program-Level Assessment of Information Literacy Instruction and program-level student learning outcomes
- Faculty librarians will assess student-learning outcomes at the program level on an annual basis in order to continually seek means to improve instruction and student outcomes. Faculty librarians will target two program level student-learning outcomes. Each is also tracked on our Information Literacy Data Dashboard.
 - Students will be able to identify the scope of their information need and access information effectively in order to find results that make progress towards their intended purpose.
 - Students will be able to evaluate, select, synthesize, and cite information in order to ethically incorporate sources into their own work.
 - Data gathered will be used to revise and improve instructional offerings and tools toward targeted learning outcome.
 - Librarians will review the assessment process annually to make sure we are asking the right questions and gathering meaningful information on student achievement.

Sources:

- ACRL Framework for Information Literacy (Approved 2016):
<http://www.ala.org/acrl/standards/ilframework>

- ACRL Standards for Libraries in Higher Education (updated Feb. 2018):
<http://www.ala.org/acrl/standards/standardslibraries>
- Guidelines for Instruction Programs in Academic Libraries:
<http://www.ala.org/acrl/standards/guidelinesinstruction>
- Characteristics of Programs of Information Literacy that Illustrate Best Practices: A Guideline:
<http://www.ala.org/acrl/standards/characteristics>
- Diversity Standards: Cultural Competency for Academic Libraries (2012):
<http://www.ala.org/acrl/standards/diversity>
- ACRL Diversity Standards Toolkit: <https://acrl.libguides.com/diversity/standardstoolkit>
- GRC CWLO: <https://www.greenriver.edu/campus/learning-outcomes-committee/campus-wide-learning-outcomes/>
- GRC Humanities program-level outcomes in Canvas
- GRC Information Literacy Plan 2013

HL Instruction Plan & Mission



Holman Library Information Literacy Instruction Plan

HL Instruction Plan & Mission

Instruction Program Goals and Objectives

Faculty Librarians

Library Instruction

Assessment

Sources

Holman Library Information Literacy Instruction Plan - Purpose

Holman Library Instruction Plan

Purpose

This document provides a tool with which library faculty and administration can plan, deliver, assess, and improve the Holman Library instruction program. It also provides an overview of library instruction to share with Green River College stakeholders.

Instruction Program Mission

Instruction Program Mission

The Instruction Program at Holman Library supports the mission, vision, and core values of Green River College by enhancing students' information literacy skills for academic success and for lifelong learning in their personal and professional lives in a diverse, global, and technological society.

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- in all modalities (face-to-face, hybrid, and fully online)
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- in single shot and series information literacy classes in support of subject classes,
- in drop-in library workshops, and
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The ACRL *Framework for Information Literacy* defines information literacy as “the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.”

Reviewed

The Holman Library Information Literacy Instruction Plan is reviewed and revised annually.

Download a PDF of the plan:

- Holman Library Instruction Program Plan
(https://libguides.greenriver.edu/ld.php?content_id=60525285)
Revised Spring 2025



Last Updated: Jun 12, 2025 4:12 PM

URL: <https://libguides.greenriver.edu/IL-Program-Plan>

[Print Page](#)

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Tags: [website](#)

Green River College Library Instruction Assessment Dashboard

Green River College Librarians' Instruction Assessment Dashboard

Librarian
All

Instructor
All

Quarter
All

Department
All

Course
All

Section Number
All

Modality of Course
All

Dashboard Home Sessions Learning Outcomes Librarians About

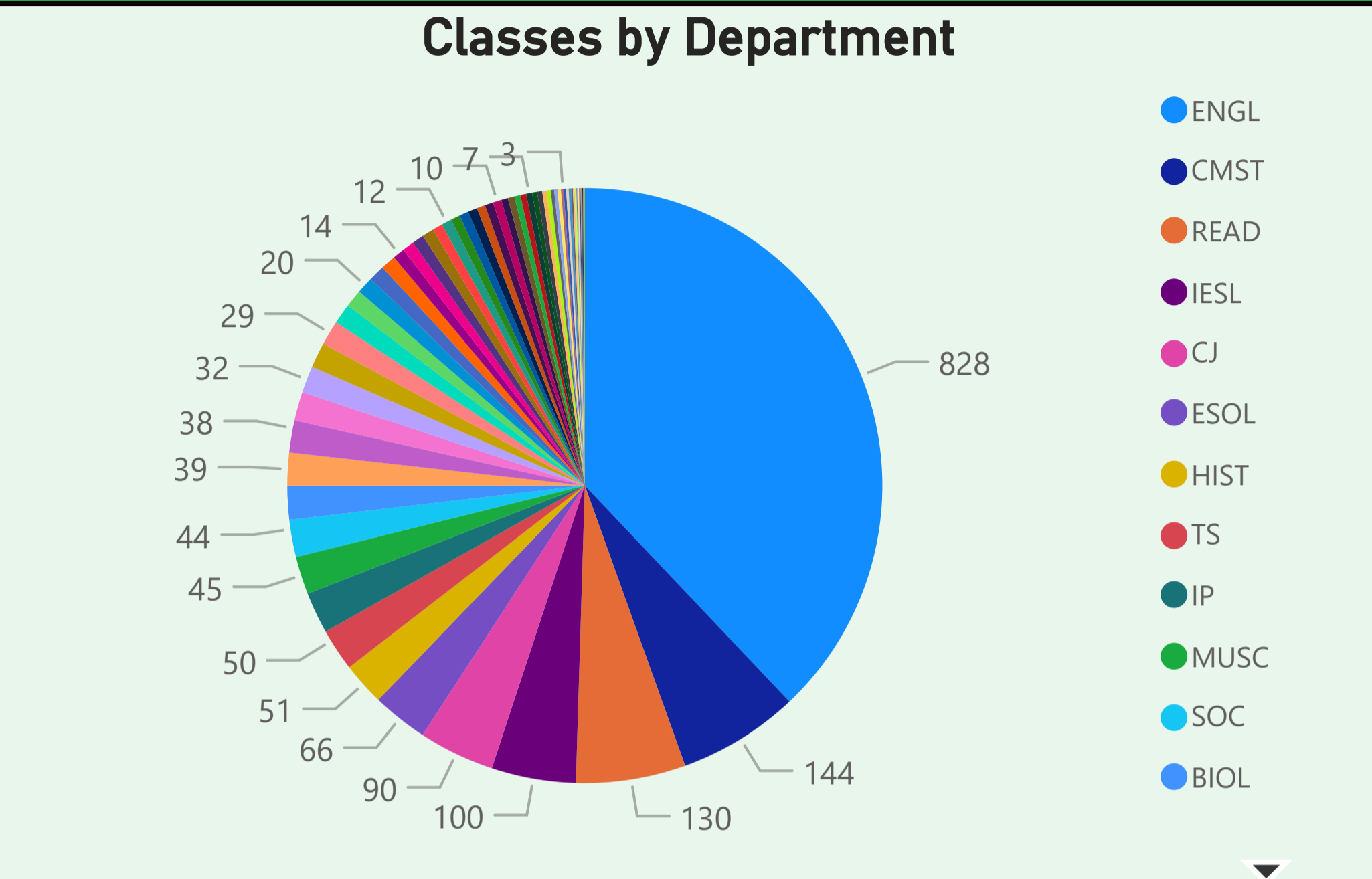
Welcome to the Holman Library Instruction Assessment dashboard!

This dashboard shares data on librarian instruction sessions and workshops, and can be filtered by the options on the left. If you select a filter, the other pages will show that same filter (until you clear it).

Use the tabs above to move to a different page.

More instructions on how to use the dashboard and the views available are on the "About" page.

Data last updated: June 2, 2025



Total Classes*

2187

*This number is counting each entry in the database. Multiple sessions entered as one (e.g. some librarian workshops) count as "one class" here.

Total Sessions

3495

Students Taught**

50537

**This number is counting students enrolled for each class. Students may be duplicated if they attended multiple librarian sessions.

GRC Librarians' Instruction Assessment

Dashboard Home

Sessions

Learning Outcomes

Librarians

About

Librarian

All

Instructor

All

Quarter

All

Department

All

Course

All

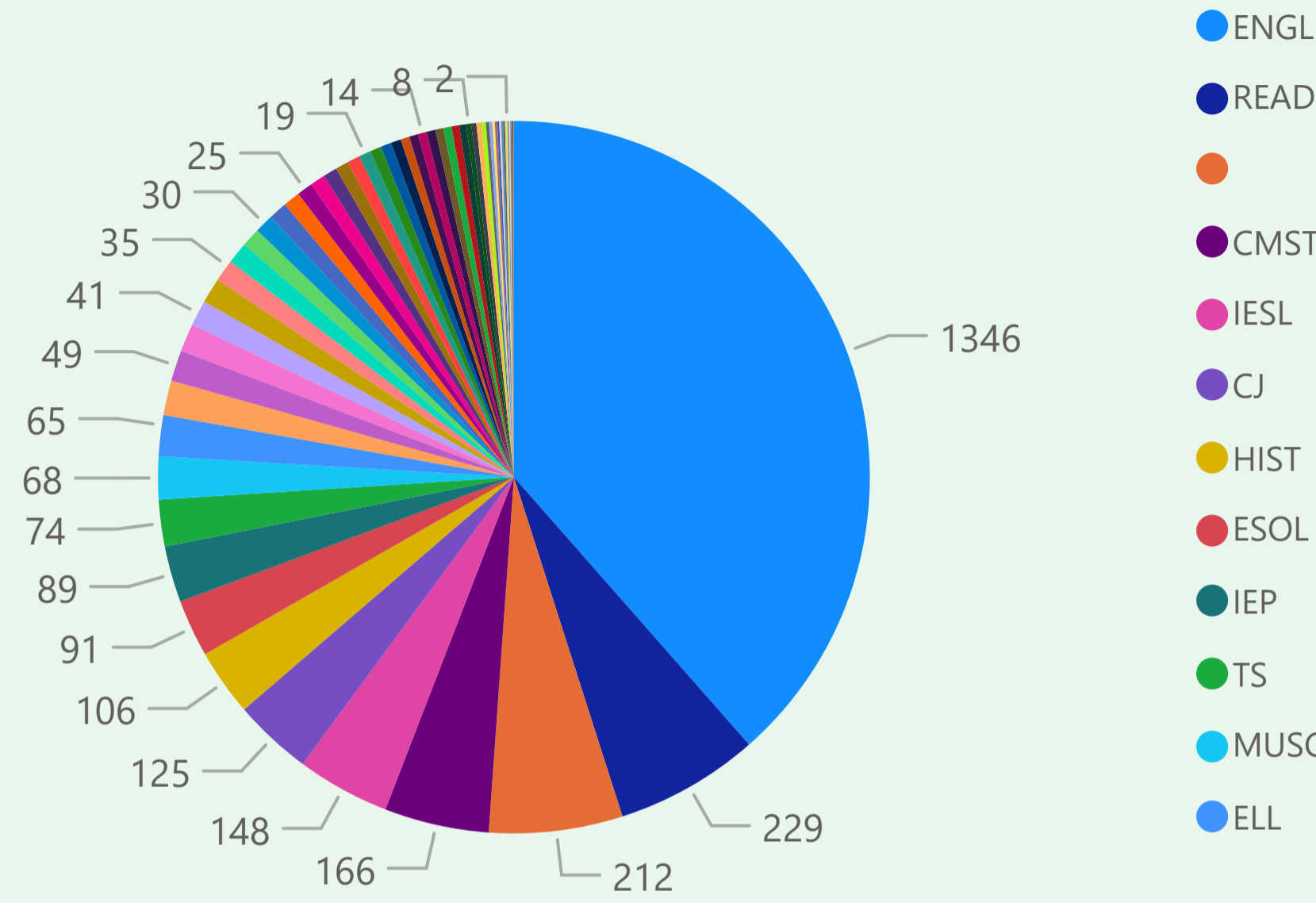
Section Number

All

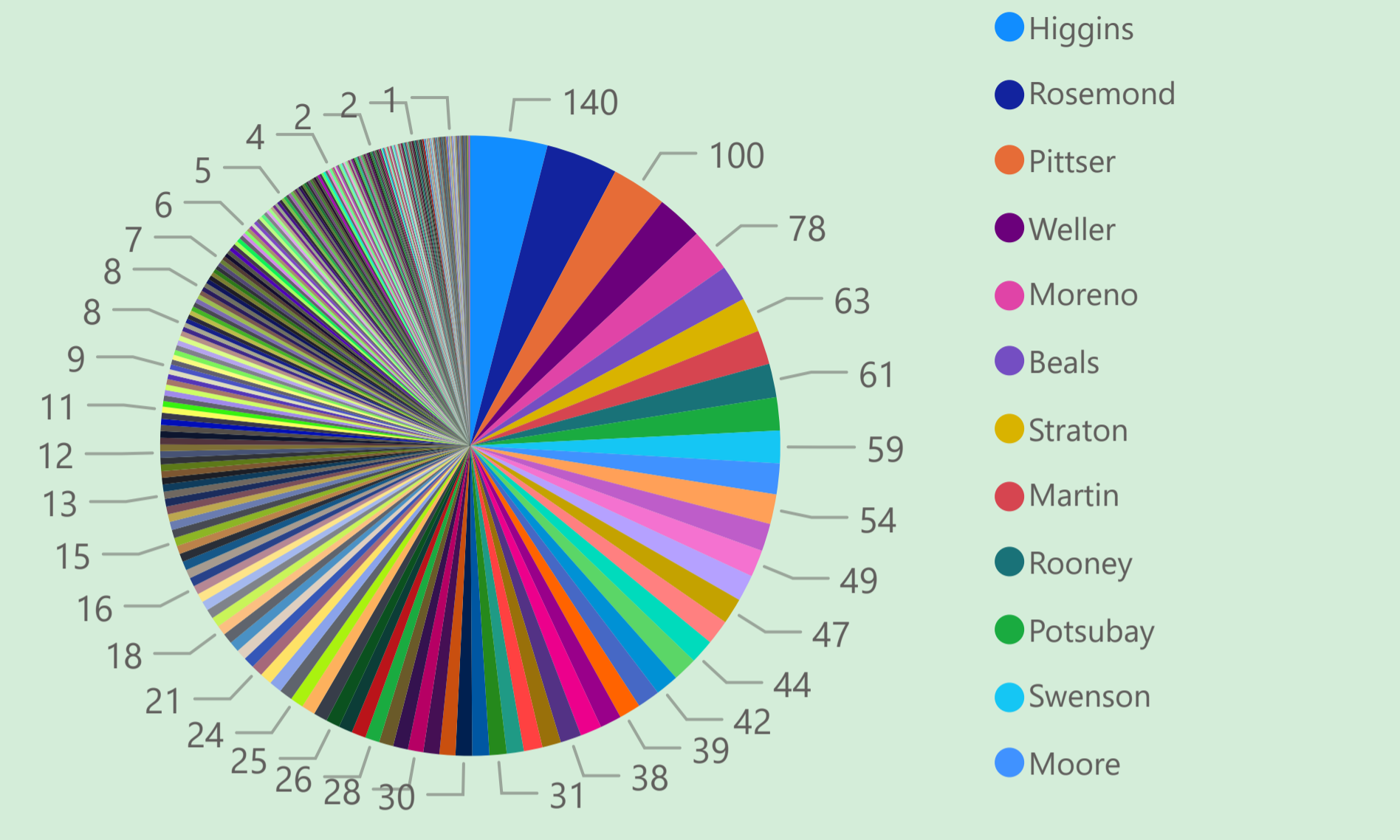
Modality of Course

All

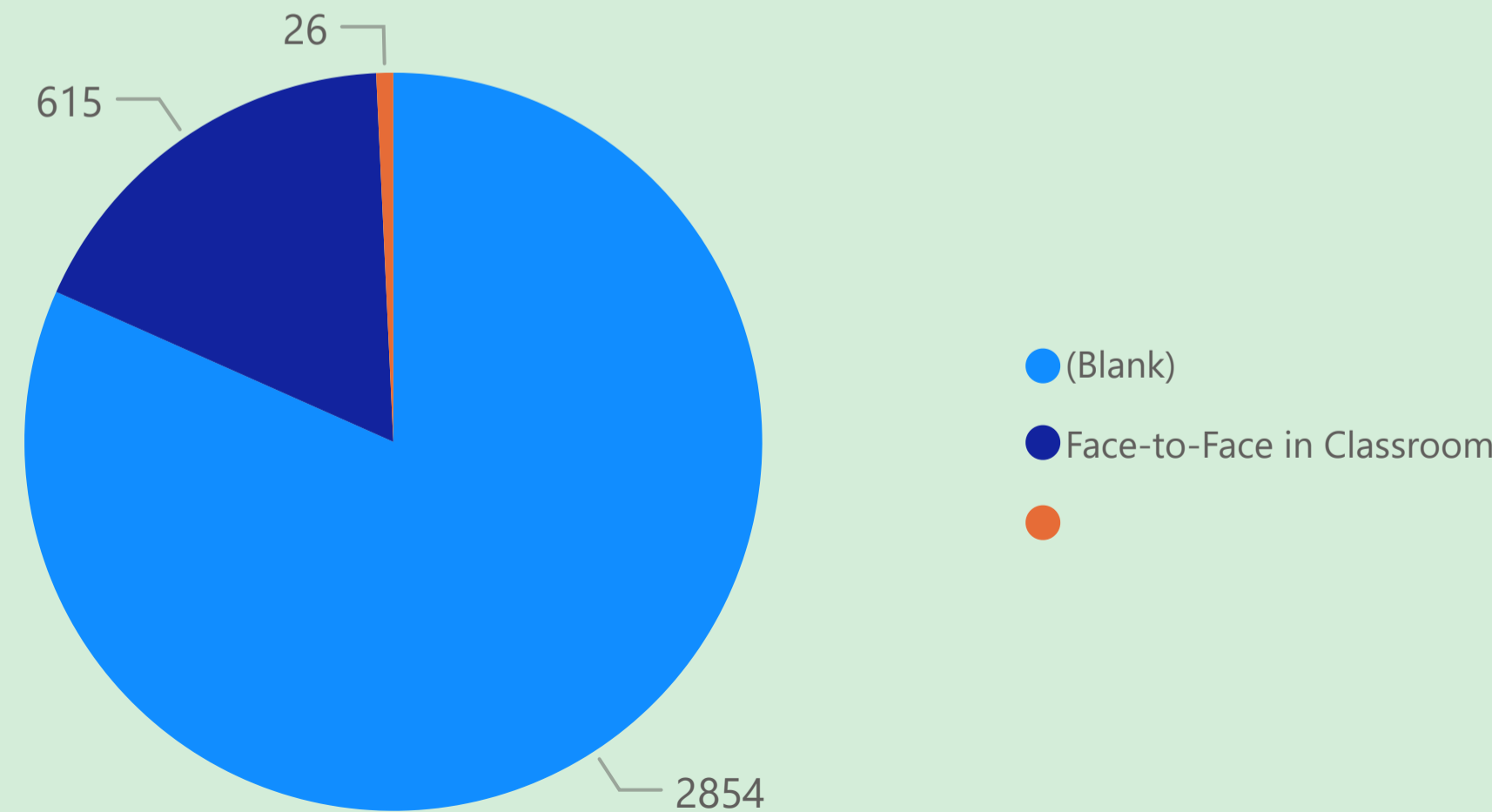
Sessions by Department



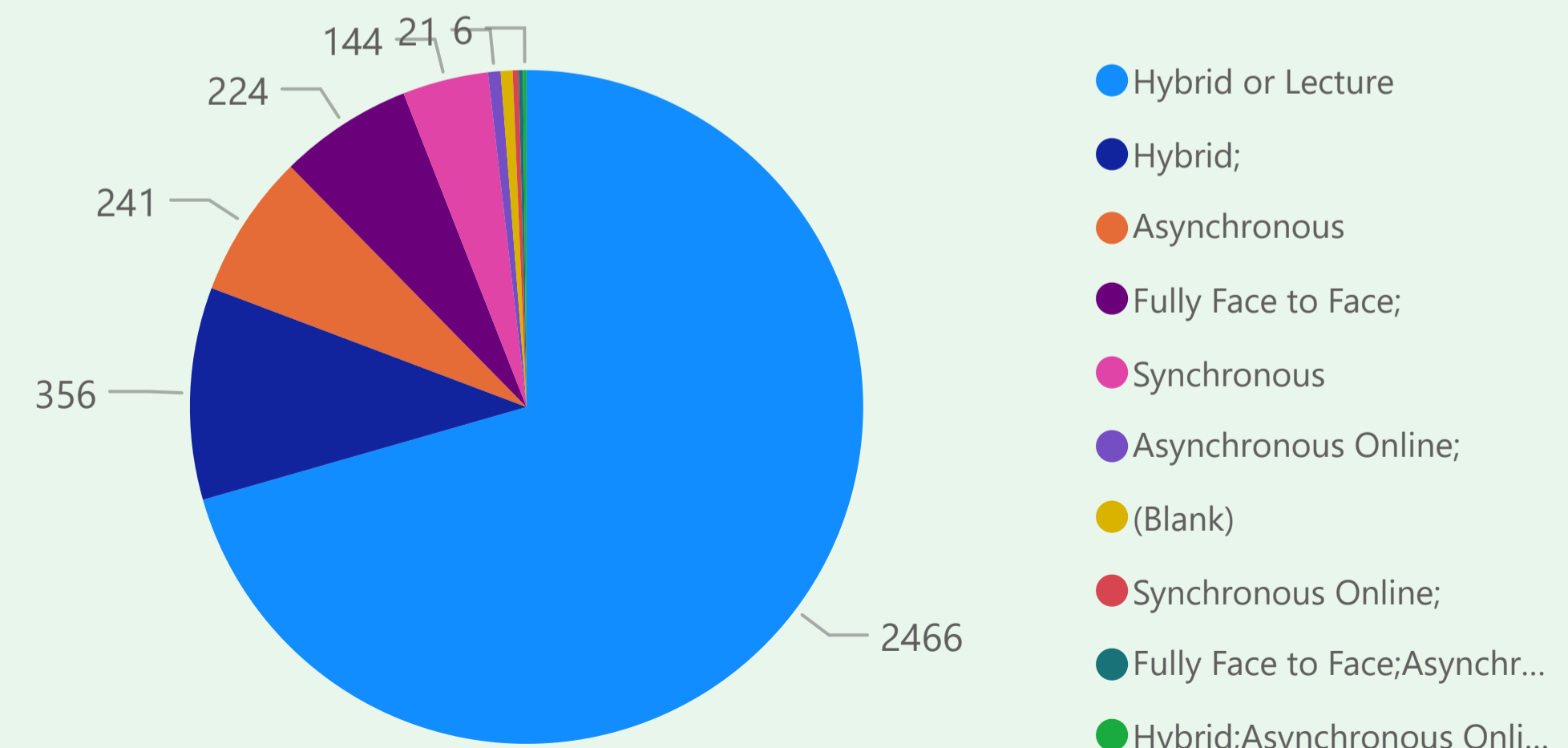
Sessions by Instructor



Modality of Instruction (Drill-Down Chart)



Modality of Subject Course



GRC Librarians' Instruction Assessment

Dashboard Home

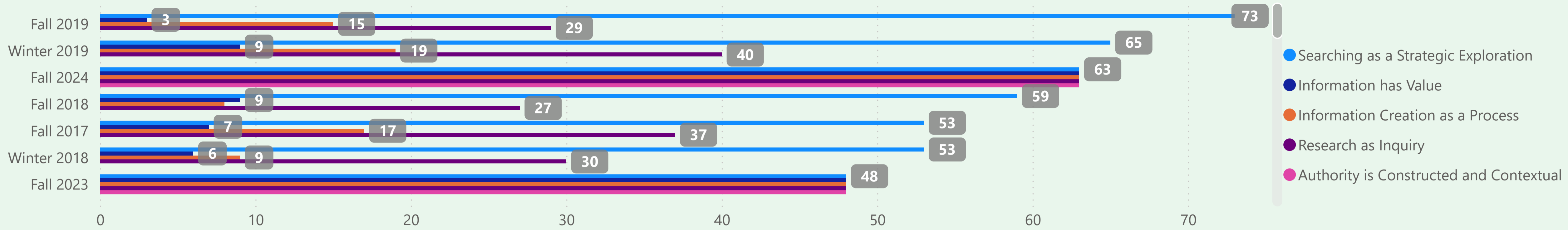
Sessions

Learning Outcomes

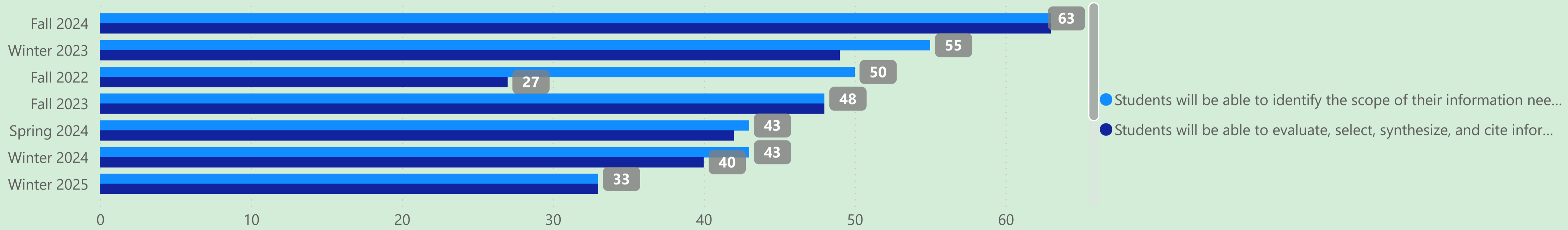
Librarians

About

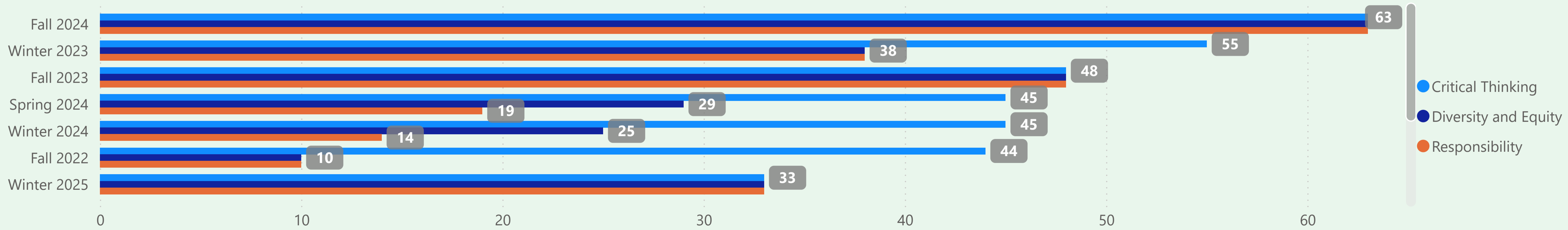
Threshold Concepts Metrics



Program Level Outcomes Metrics



Campus Wide Outcomes Metrics



GRC Librarians' Instruction Assessment

Dashboard Home

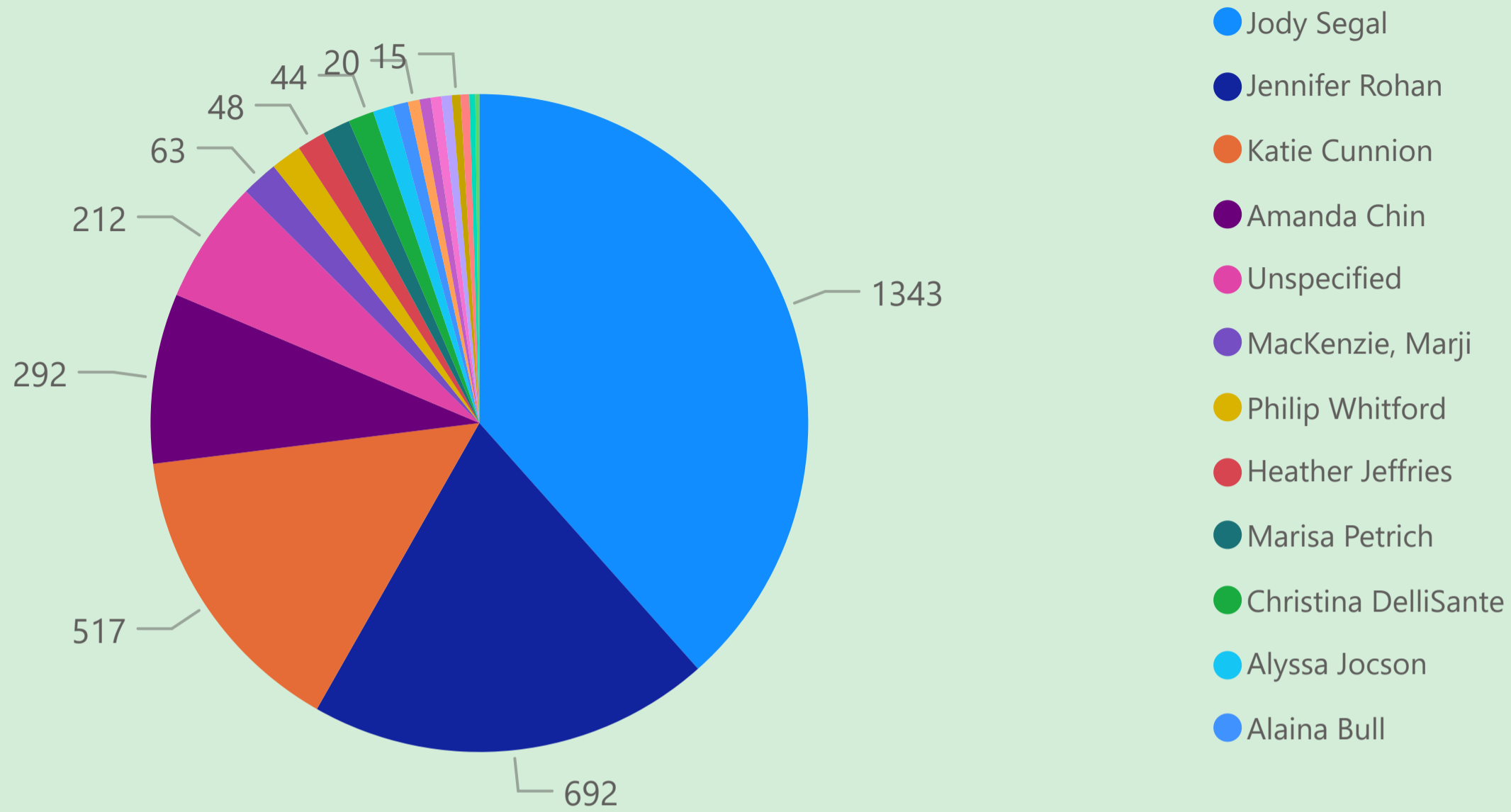
Sessions

Learning Outcomes

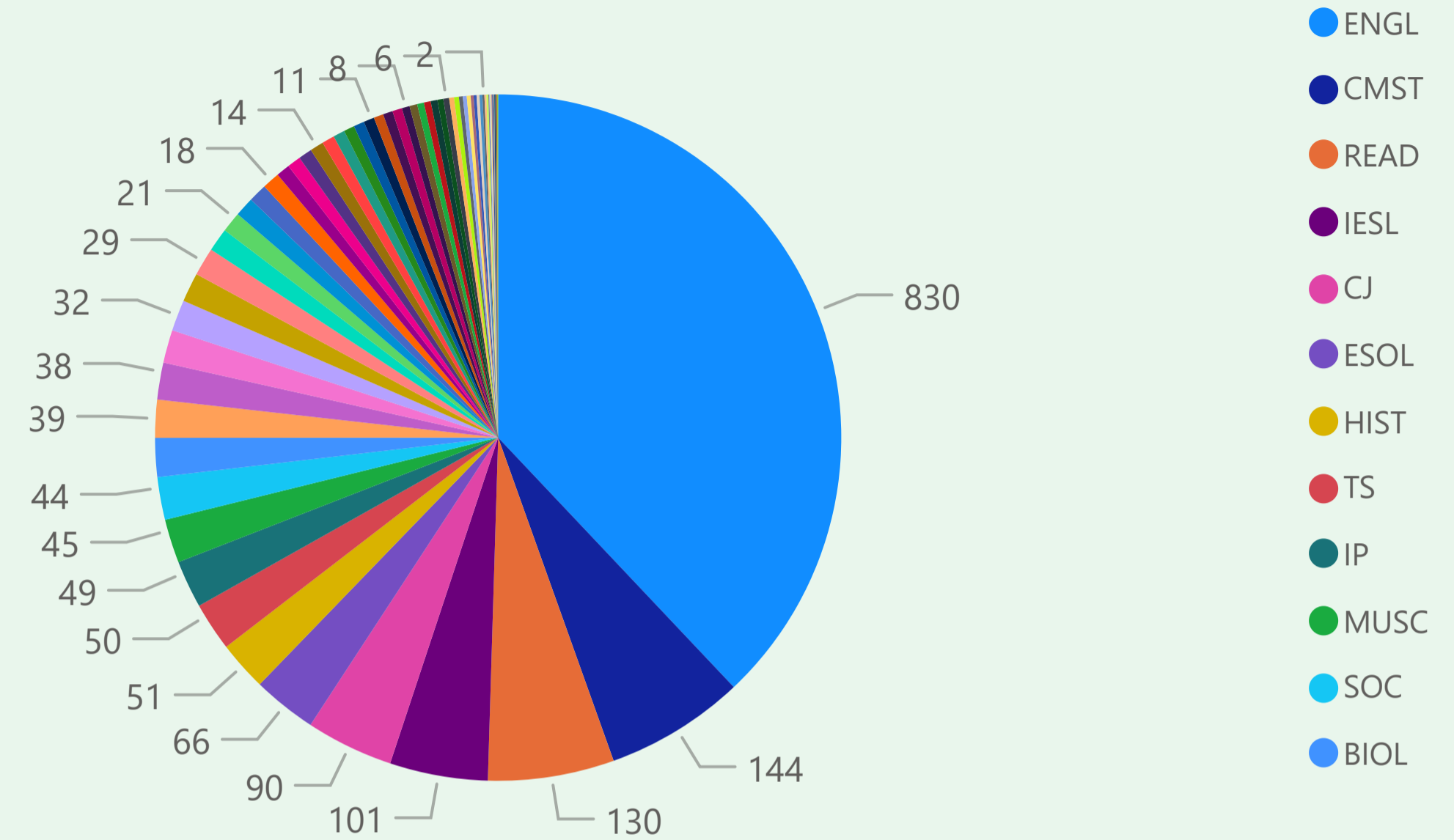
Librarians

About

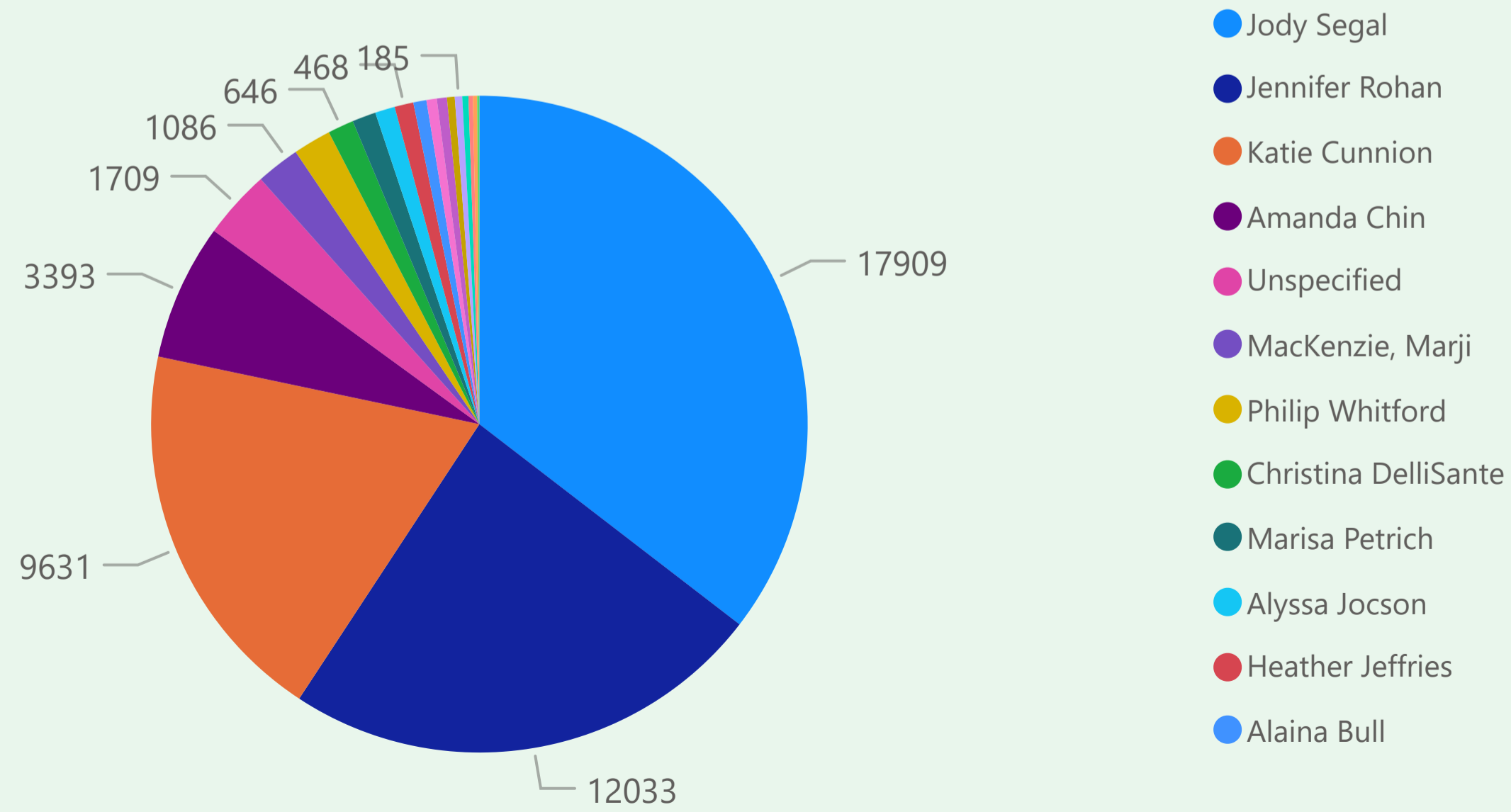
Sessions by Librarian



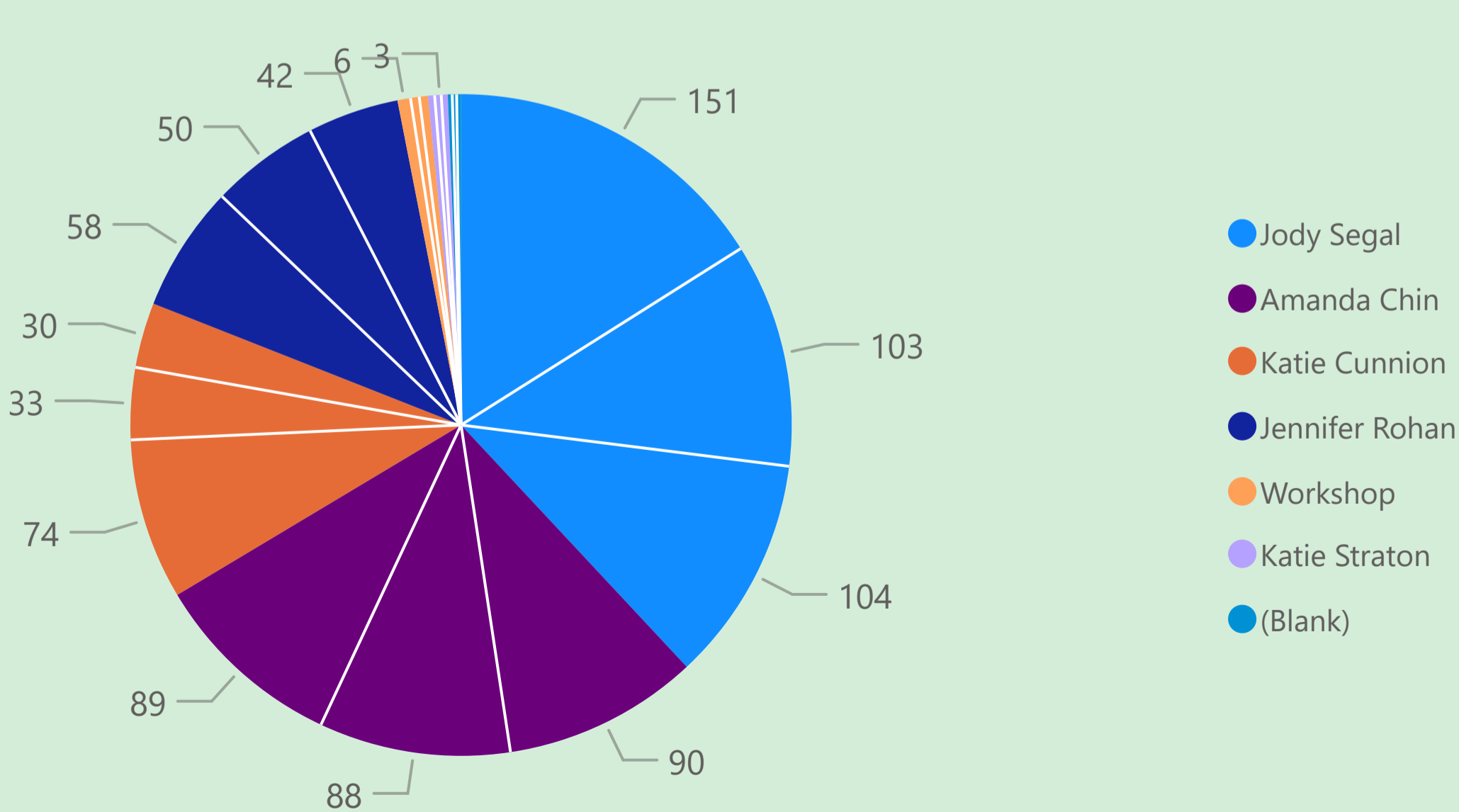
Department by Librarian



Number of Students by Librarian



Modality of Instruction by Librarian



Dashboard Credit & Thank You

The original version of this dashboard and documentation was created by GRC students in "The Runaway Five" team in Susan Uland's SDEV280 Data Analytics Capstone course (Spring 2023). "The Runaway Five" includes: Sean Allen, Josh Curtiss, Jared Eller, Murad Mohammed, and Rob Smith.

We also used Excel macros & Power BI documentation developed by the "Byte Bandits" student team, including: Dhiyaa Btemohd-nazim, Sage Bain, and Kaysin Tang. We thank all of the software development students for their work and support!

Further updates, including the "Introduction/Totals" page and this "About" page were added by GRC librarian Katie Cunnion in August 2023.

Data Version

The data on the dashboard was last updated on **June 2, 2025**.

The instruction data comes from the **GRC Holman Library Instruction Data Collection form**:

[Go to the form](#)

Dashboard & Data Upload Help


Dashboard Help

 [How to Use the Library Instruction Dashboard \(PDF\)](#)

Data Upload Help

 [Instruction Data Cleaning Documentation \(GRC Sharepoint\)](#)

SA-24 Student Acceptable Computer Use –
2/16/2023

Select Language Powered by [Current Students](#)[Faculty & Staff](#)[Give to GRC !\[\]\(7c2b9810f9235b80f896ccb0dcbb3827_img.jpg\)](#)[Quick Links](#)[STUDENTS ▾](#)[CAMPUS ▾](#)[COMMUNITY ▾](#)[INTERNATIONAL ▾](#)

SA-24 STUDENT ACCEPTABLE COMPUTER USE

[Home](#) / [Campus](#) / [policies-and-procedures](#) / [student-affairs-policies](#) / SA-24 Student Acceptable Computer Use

SA-24 Student Technology Acceptable Use Policy

Purpose:

This policy governs the use of all technology and computer resources at Green River College including (but not limited to) college computers, college email, internet access, and use of the college network by either college-owned devices or privately owned devices. Use of the college's technology and computer resources signifies agreement to abide by this policy.

Scope:

All students enrolled at Green River College.

Definitions:

Private or personal business: Any activity performed outside college business.

Policy and/or Procedure

College facilities offering computer access exist to support academic success. Acceptable uses of these computers, systems, networks, and databases include: school activities, school-related activities, and limited “de minimis” personal

College Policies

[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

[Human Resources](#)

[Instruction](#)

[Student Affairs](#)

- [SA 1 Academic Standards & Progress Policy](#)
- [SA 2 Academic Honors](#)
- [SA-3 Audit a Class](#)

activities (such as checking email and academic related websites) that do not interfere with other school-related activities. Unacceptable uses include, but are not limited to:

- Any activity which violates any college policy, including the college's Code of Conduct, or any city, state, or federal law, including hate speech, copyright violations, gambling, any malicious, threatening, or obscene matters.
- Any activity which interferes with the work of others, including but not limited to, excessive printing; creation or propagation of computer viruses or other self-replicating or destructive programs; harassment of others; posting, mailing, or printing of obscene materials; or distributing unsolicited advertisements.
- Using college technology resources to gain unauthorized access to any computer, files, data, systems, or networks.
- Unauthorized access of the college's data repositories. This includes, but is not limited to, accessing, downloading to, or modifying any online storage (e.g., SharePoint, Teams, or OneDrive), network drives, or the hard drive on any school computer, whether or not security is in place. This also includes gaming that modifies the network drives or hard drives of the computer in any way. Shared classroom/instructional drives are for school-related files only; personal files are not permitted.
- Unauthorized installation or deployment of solutions or devices intended to bridge college technology resources to an outside entity or alternate internet provider. This includes, but is not limited to, wireless access points, VPNs, remote access or assistance solutions (e.g., TeamViewer or VNC apps), and internet connection sharing options.
- Unauthorized use of technology for the purpose of conducting private or personal commercial business. The College technology resources may not be used for commercial purposes.
- Misrepresenting or forging the identity of the sender or the source of an electronic communication.
- Viewing websites or emails which violate the College's Code of Conduct, State, and Federal Laws.

User Account Information

For privacy and security reasons user account information may not be shared with anyone else. Each student should only use the user account they were assigned by the college in order to access the college technology resources.

Monitoring

The College reserves the right to monitor the use of college technology resources in the course of performing normal system and network maintenance or while investigating policy violations or suspected criminal activity.

Sanctions

Violations of this Student Technology Acceptable Use Policy will result in sanctions which may include loss of computer privileges, school disciplinary action, and/or legal action.

Disclaimer

Each student is responsible for their own actions in using any of the college's technology and computer resources. Green River College is not liable for harm caused by the actions of any person using the college's technology resources.

- SA-4 Admissions
- SA-5 Deceased Student
- SA-6 Grading Policy
- SA-9 Transcripts
- SA-13 Financial Aid Application Process
- SA-14 Federal Direct Loan Program
- SA-15 Financial Aid Eligibility
- SA-16 Return of Financial Aid Funds
- SA-17 Satisfactory Progress for Financial Aid
- SA-18 Notification on Convicted Sexual Offenders
- SA-20 Degree Exception
- SA-22 Graduation Criteria
- SA-24 Student Acceptable Computer Use Policy
- SA-27 Missing Student Policy
- SA-28 Disclosure of Crime Statistics
- SA-29 Facility Access & Maintenance for Safety
- SA-30 Fire Safety Education for CCA
- SA-31 Reporting Crimes and Other Emergencies
- SA-89 Transfer Credit
- SA-90 Academic Credit for Prior Learning
- SA-91 College Holiday & Leave Policy
- SA-92 Timely Warning Notifications
- SA-93 Emergency Notification Policy

Specific Authority:

Students are also bound by the **Student Code of Conduct** as set out in the Washington Administrative Code.(WAC)

Please be particularly aware of WAC 132J-126-090Conduct-Student Responsibilities sections:

WAC 132J-126-090 (8) Abuse; intimidation

WAC 132J-126-090 (15) Harassment

WAC 132J-126-090 (20) Disorderly conduct

WAC 132J-126-090 (21) Discriminatory conduct

WAC 132J-126-090 (23) Improper use of technology

Disciplinary action is described in the following section:

WAC 132J-126-140 Initiation of Disciplinary Action

Law Implemented

History of Policy or Procedure

Draft: February 15, 2007Adopted: April 9, 2008

Revised: March 3, 2008; February 21, 2013, April 20th, 2021, February 16, 2023

Reviewed by: Student Affairs and Information Technology

Contact: David Larsen, Dean of Enrollment and Completion, 253-833-9111, ext. 3307, dlarsen@greenriver.edu

Sponsor: David Larsen, Dean of Enrollment and Completion, 253-833-9111, ext. 3307, Camella Morgan, CIO/Executive Director of IT, ext. 6050

Resources

Contact Us

STUDENT SUPPORT

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

IT-2 Employee Acceptable Use of Technology and
Data Policy – 4/24/2013

Select Language ▼

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IT-2 EMPLOYEE ACCEPTABLE USE OF TECHNOLOGY

[Home](#) / [Campus](#) / [policies-and-procedures](#) / [information-technology-policies](#) / IT-2 Employee Acceptable Use of Technology

IT-2 Employee Acceptable Use of Technology and Data Policy

Purpose

This policy governs the use of all technology and computer resources at Green River College including college computers, smart devices, college email, internet access and use of the college network by either college owned or personal equipment. Use of the college's technology and computer resources signifies agreement to abide by this policy.

Scope

All College employees and students

Definition

College Technology Resources: any technology and computer resources owned by the college or by the employee.

College Data: any email, electronic document, hardcopy document, facsimiles or voice mails stored on college technology resources.

Information Technology Policies

[IT-1 Information Technology Security](#)

[IT-2 Employee Acceptable Use of Technology and Data Policy](#)

[IT-3 Accessible Technology Policy](#)

College Policies

[Board of Trustees](#)

[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

Policy and/or Procedure

Risk Statement

The improper or illegal use of college technology resources may result in serious risk and liability to both the college and the individual employee. These risks include but are not limited to:

- Violation of state law
- Loss of public trust in the college
- Interference with performance and services provided by the college
- Loss of network or operational integrity
- Financial loss
- Personal and college liability

All college employees are reminded that all college data, including email, are considered public records and may be subject to disclosure under the public disclosure laws.

Business and Limited Personal Use

College technology resources are provided to employees as a productivity tool for conducting college business and to perform their official duties. Employees may occasionally on a limited basis use college technology for purposes other than the conduct of official duties provided that the use conforms to the De Minimis Use of State Resources by State Employees ([RCW 42.52.160](#) and [WAC 292-110-010](#)).

The permitted uses for a purpose other than the conduct of official duties must meet all of the following:

- Results in little or no cost to the college
- Is infrequent, and brief in duration
- Is the most effective use of time and resources
- Does not interfere with the performance of official duties
- Does not disrupt other state employees
- Does not obligate other state employees to make a personal use of college resources, and
- Does not compromise the security or integrity of college property, information or software

Prohibited Use

In the course of using college technology resources for either business or limited personal use, employees are prohibited from:

- Any activity that violates any college policy or city, state, or federal law, including hate speech, copyright violations, gambling, any malicious, threatening, or obscene matters.
- Discriminating against or harassing another person.

Human Resources

Instruction

Student Affairs

- Supporting, promoting or soliciting for an outside organization unless authorized by the college and permissible by law.
- Using college technology resources to gain unauthorized access to any computer, files, data, systems, or networks.
- Unauthorized access of college computer's hard drives or college network drives. This includes, but is not limited to: accessing; downloading to; or modifying any network drives or the hard drive on any school computer; whether or not security is in place. Shared classroom/instructional drives are for school-related files only; personal files are not permitted.
- Unauthorized use of technology for the purpose of private or personal business. Computers may not be used for commercial purposes.
- Misrepresenting or forging the identity of the sender or the source of an electronic communication.
- Any activity which interferes with the work of others, including but not limited to, excessive printing; creation or propagation of computer viruses or other self-replicating or destructive programs; posting, mailing, or printing of obscene materials; or distributing unsolicited advertisements.

No Expectation of Privacy

The college has the right to access, inspect or monitor any college data, inclusive of electronic records. Employees cannot expect privacy in their use of college technology resources whether that use occurs in the conduct of official duties or is a use made for a purpose other than the conduct of official duties. While the college does not regularly monitor college data, employees are on notice that:

- The maintenance and operation of college technology resources may result in the observation of college data.
- Authorized college officers: President; Vice President of Human Resources; or designees may observe college data.

Reporting Misuse

Employees who discover misuse of college technology resources shall report such misuse to their supervisors. Retaliation on the basis of such a report will not be tolerated by the college.

Controlling Access to College Data

Employees are responsible for protecting college data from unauthorized access by securing communications devices and locking and securing hardcopy documents.

Employees should not provide others access to their accounts by sharing passwords or leave their workstations unattended without securing the workstation.

College Data Retention

College data are public records. College data that contain information about college business and that can function as evidence of business transactions are part of the records of the college, and are subject to the guidelines in the [Public Records Act, Chapter 40.14 RCW](#), which regulates the preservation and destruction of public records. College data should be kept for the retention period identified by the General Retention Schedule for the Washington Association of Community and Technical College System. In addition, there may be reasons to retain these records longer for ongoing operations, audits, legal proceedings, research or other known purpose.

Managers and supervisors are responsible for providing retention guidelines and training to their staff. For more information on records retention matters, please consult the college records retention officer.

Public Records Disclosure

The intent of the Public Records Act is to provide public access to records and protect public records from damage or destruction. The college is required to make available for public inspection and copying all public records, unless the record falls within the specific exemptions of the Revised Code of Washington or other statute that exempts or prohibits disclosure of specific information or records. When a public records request is received, it should be forwarded to the College Relations office.

Violation Warning

Violations of this policy may result in disciplinary action up to and including dismissal and legal action. In addition, there may also be separate actions against the employee for violation of the state's ethics law, criminal prosecution, and civil actions.

Specific Authority

[RCW 42.52.160, Use of persons, money, or property for private gain](#)

[WAC 292-110-010](#)

[RCW 40.14, General Retention Schedule for the Washington Association of Community and Technical College System](#)

Law Implemented

History of Policy or Procedure

Draft: November 2, 2010

Adopted: December 1, 2010

Revised: April 24, 2013

Reviewed by: Camella Morgan, Executive Director of Information Technology

Contact: Camella Morgan, Executive Director of Information Technology

President's Staff Sponsor: Camella Morgan, Executive Director of Information Technology

Resources

Contact Us

STUDENT SUPPORT

ctcLink

Student Email

My Green River

Navigate 360

EMPLOYEE RESOURCES

Human Resources

Institutional Effectiveness

ctcLink Sign In

GatorNet

CAMPUS SAFETY

Emergency & Safety Alerts

Just Report It

CONNECT WITH GREEN RIVER

Holman Library Research & Resource Guides

Holman Library



GRC Holman Library / Green River LibGuides / Home

Holman Library Research & Resource Guides

SUBJECT & CLASS GUIDES

RESEARCH SUPPORT & CURRENT TOPIC GUIDES

ALL GUIDES

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Critical Film & Media Studies	4
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Drama	4
Early Childhood Education	2
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Login, Technology, & Textbook Support

- Technology: Canvas, Email, Computers, Wifi & More
- Help with Textbooks & Course Reserves
- InterLibrary Loan

Start Your Research

Find Information Sources

Cite Your Sources

A-Z Database List

Full list of Databases the library subscribes to, including trial access.

[Go to A-Z List](#)

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One Book 2025-26 - Searches: Selfhood in Digital Age

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Holman Library Quarterly Workshops

Holman Library



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Library Workshops: Fall Quarter 2025 Open Library Workshops

Current Library Workshops

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Quarterly Workshops Tutorials, & Research Support

Quarterly Workshops Tutorials, & Research Support

Library Research Workshops are open to all students and are not connected to specific courses.

If you'd like help getting started on a *research project*, want to learn more about *generative AI*, want help with *citing sources* and using *NoodleTools*, or want research help for a *group project*, please check out the resources on this page!

- Workshops may meet in-person, online, or hybrid. Be sure to check the modality!
- Please register ahead of time, so we know who to expect. That said, drop-ins and last-minute registrants are always welcome at our workshops.
-  [Fall 2025 Library Research Workshops Flyer \(https://libguides.greenriver.edu/ld.php?content_id=81410698\)](https://libguides.greenriver.edu/ld.php?content_id=81410698)

Research 101 Workshop: Start your Research

Research 101: Start Your Research

This hands-on workshop will help you launch your research project with confidence.

Workshop Focus

- Making sense of an assignment
- Choosing a topic that works
- Identifying keywords for research
- Getting an overview of library resources – and how to use them

Be sure to bring your assignment with you.

Schedule

Week 4: Wednesday October 15 @ 11-11:50

- Meets in person in HL217

Week 7: Thursday November 6 @ 12-12:50

- Meets on ZOOM

To Register

- **Please register** for both Zoom and Face-to-Face workshops using the REGISTRATION LINK below to select the workshop date you would like.
- For **Zoom** workshops, we will send you a link to join us. You need to REGISTER to receive the link.
- **Face-to-Face** workshops are held in Holman Library in HL213 or HL217.
- **If you haven't registered and want to attend a workshop, there's likely room. So come on by!**

- Research 101 Workshop Registration (<https://forms.office.com/Pages/ResponsePage.aspx?id=PmZA-ieXeEmbznid-CS8pZkoTATLnKdBhPakSay71P9URVpHTTc2NE9FT09CWFcwlJFkxWtBHNUQ1WS4u>)

Asynchronous Research 101 Workshop

AI Workshop: What is AI and Can I Use it?

AI: What is It and Can I Use It?

This workshop will help you understand *what* generative AI is, *how* it works, and *why* there are ethical considerations in using AI.

Please keep in mind that *any* AI use in your classes is up to your instructor.

Workshop Focus

- Learn how generative AI works and meet several AI tools.
- Explore how an AI can be a helpful tutor and aid.
- Consider the ethical issues in using AI in college and beyond.

Schedule

Week 5: Wednesday October 22 @ 11-11:50 a.m.

- HYBRID in HL217 & on Zoom

Week 6: Tuesday October 28 @ 12-12:50 p.m.

- HYBRID in HL217 & on Zoom

To Register

- Please pre-register by completing the quick registration form. That helps us know how many students to plan for!
- **If you haven't registered and want to attend a workshop, there's likely room. So come on by!**

- Library Workshop Registration - AI: What is it and Can I Use it? (<https://forms.office.com/Pages/ResponsePage.aspx?id=PmZA-ieXeEmbznid-CS8pZkoTATLnKdBhPakSay71P9URUZMSVUwRjVIQjdXNIA1NDRJRTBCQVdTTi4u>)
- Sign up for this workshop with your GRC email address.

Asynchronous Tutorials: Citations & NoodleTools Citation Generator

Citations and NoodleTools Citation Maker Tutorials

Scholarship is a Conversation and citations are how we indicate whose ideas we are building on and engaging with.

The Canvas and Online Tutorials linked below will help you:

- Understand why and when to cite other works
- Integrate and cite source material
- Use NoodleTools citation maker
- How to Create a NoodleTools Account (<https://egator.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=07e709b4-001a-4655-9d50-abff0144284a>)
- Online NoodleTools Citation Workshop (in Canvas) (<https://egator.greenriver.edu/courses/1186719>)
- NoodleTools How-To Guide (<https://libguides.greenriver.edu/noodletoolstutorials/home>)

Research Appointment for Individual or Group Research Projects

Schedule a Research Appointment

Do you want individual help from a librarian?

Would your group like help with a group project?

We can help you find credible sources, incorporate sources into your presentation, and more.

Make An Appointment With Us!

- Schedule a 30 minute appointment with a librarian (https://greenriver.campus.eab.com/capabilities#/my/appointment-results?care_unit_id=8&service_id=141)
After you log on, choose the Academic Support & Resources option
- Schedule a 60 minute appointment with a librarian (https://greenriver.campus.eab.com/capabilities#/my/appointment-results?care_unit_id=8&service_id=114)
After you log on, choose the Academic Support & Resources option

If you want immediate help or don't know your schedule, use our Ask a Librarian for live chat and even zoom help!

- Ask a Question (<https://libguides.greenriver.edu/c.php?g=1403447&p=10933148>)
Get help in-person, by email, phone, or 24/7 chat from a librarian!
more... (javascript:void(0);)

More Help:

- Library Research: A Step-By-Step Guide (<https://libguides.greenriver.edu/library-research>)
- Tutorials (<https://libguides.greenriver.edu/tutorials>)

Can't attend a Research 101 workshop at the scheduled times?

Last Updated: Oct 10, 2025 10:49 AM

URL: <https://libguides.greenriver.edu/quarterly-workshops>

 Print Page

Tags: [citations](#) [research help](#)

- [Research 101: Getting Started On Your Research Project](#)
(<https://libguides.greenriver.edu/research101>)

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- [How Do I...? Guides](#) [Login to LibApps](#)
(<https://libguides.greenriver.edu/how-to-guides>)

Borrowing & Circulation Home

Holman Library



GRC Holman Library / Borrowing & Circulation / Borrowing & Circulation Home

Borrowing & Circulation

Search this Group Search

Borrowing & Circulation Home

Library Borrowing & GRC ID Cards

Textbooks (Course Reserves) [↗](#)

Technology Borrowing (laptops, media...etc.) [↗](#)

Interlibrary Loan (ILL)

King County Library System (KCLS)

Accounts [↗](#)

Borrowing & Circulation

- Go to...**
- LIBRARY HOME PAGE
(<https://www.greenriver.edu/campus/campus-resources/holman-library/index.html>)
 - Search Collections & Databases
(<https://libguides.greenriver.edu/c.php?g=1401588>)
 - Research & Academic Support
(<https://libguides.greenriver.edu/c.php?g=1403434>)
 - Student Technology & Logins
(<https://libguides.greenriver.edu/c.php?g=1398644>)
 - Faculty Support
(<https://libguides.greenriver.edu/c.php?g=1403456>)
 - About the Library
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10385860>)

- Ask a Question

(<https://libguides.greenriver.edu/c.php?g=1403447&p=10933148>)

Get help in-person, by email, phone, or 24/7 chat from a librarian!

more... (*javascript:void(0);*)

The Holman Library lends books, videos, technology items and other materials to students, staff and faculty. Community members also have some borrowing privileges. Find details about borrowing and other library services:

Library Borrowing and ID Cards (<https://libguides.greenriver.edu/c.php?g=1402373&p=10376817>)

Learn about your library account, due dates, fines, delivery to other campuses, and returning, renewing and requesting items.

Textbooks (Course Reserves) (<https://libguides.greenriver.edu/textbooks>)

Find options of where to buy or borrow textbooks for classes.

Technology Borrowing (laptops, media, etc.) (<https://libguides.greenriver.edu/c.php?g=1398644&p=10346711>)

Understand how to borrow and troubleshoot technology.

Interlibrary Loan (<https://libguides.greenriver.edu/c.php?g=1402373&p=10376822>)

Have books and articles from other libraries sent to GRC for you to borrow.

KCLS (King County Library System) Accounts (<https://libguides.greenriver.edu/c.php?g=1398644&p=10346760>)

Access online resources from the public library with a free student or faculty account.



(<https://d2jv02qf7xgijwx.cloudfront.net/accounts/22044/images/librarycirculationdesk.jpg>)

Holman Library Circulation Desk, First Floor (image attribution: Holman Library)

2.H.1 EV.#4 / Section 4

Holman Library Staff Directory

Holman Library



GRC Holman Library / About the Library / Staff, Faculty & Department Contacts

About the Library

[About the Library Home](#)

[Open Hours & Location](#)

[Staff, Faculty & Department Contacts](#)

[Library Spaces & Use](#)

[Library Policies & Guidelines](#)

[Mission & History](#)

[What's Happening at the Library](#)

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Staff, Faculty & Department Contacts

Search this Group

- Go to...**
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(<https://libguides.greenriver.edu/c.php?g=1401588>)
 - Borrowing & Circulation
(<https://libguides.greenriver.edu/c.php?g=1402373>)
 - Research & Academic Support
(<https://libguides.greenriver.edu/c.php?g=1403434>)
 - Student Technology & Logins
(<https://libguides.greenriver.edu/c.php?g=1398644>)
 - Faculty Support
(<https://libguides.greenriver.edu/c.php?g=1403456>)

Holman Library
Green River College
12401 SE 320th Street
Auburn, WA 98092-3622

Library Circulation Desk (Borrowing and Reserves): (253) 931-6490

Library Reference Desk and Information Commons: (253) 931-6480

Media Services: 253-931-6495

- Ask a Question
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10933148>)
Get help in-person, by email, phone, or 24/7 chat from a librarian!
more... (javascript:void(0);)
- Library Open Hours & Location
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10385862>)

Circulation Services (#s-lib-ctab-32792812-0)

Info & Reference Services (#s-lib-ctab-32792812-1)

Student Technology Help Desk (#s-lib-ctab-32792812-2)

Full-Time Faculty Librarians (#s-lib-ctab-32792812-3)

Adjunct Faculty Librarians (#s-lib-ctab-32792812-4)

Administration & Technical Services (#s-lib-ctab-32792812-5)

Media Services (for faculty) (#s-lib-ctab-32792812-6)

Circulation Services

Lending and returning items, course reserves, fines, GRC ID Cards, Interlibrary Loan

Location

Holman Library, first floor

Contact

253-931-6490 (tel:253-931-6490) or circdesk@greenriver.edu
(<mailto:circdesk@greenriver.edu>)

Holman Library Circulation Desk
Green River College
12401 SE 320th Street
Auburn, WA 98092-3622



(<https://d2jv02qf7xgjwx.cloudfront.net/accounts/22044/images/librarycirculationdesk.jpg>)

Holman Library Circulation Desk with course reserves in background (click on image to enlarge)

-  First Floor Map (Public, Black & White) (https://libguides.greenriver.edu/ld.php?content_id=23454510)

Staff



Fartun Abdulahi

Circulation Assistant

Phone: 253-931-6446 (tel:2539316446)

Email: fabdulahi@greenriver.edu (<mailto:fabdulahi@greenriver.edu>)



Last Updated: Oct 17, 2025 8:55 AM

URL: <https://libguides.greenriver.edu/about-the-library>

[Print Page](#)



Nadine Pavlov

Circulation Supervisor

Phone: 253-931-6485 (tel:2539316485)

Ask A Question | [Email: npavlov@greenriver.edu \(mailto:npavlov@greenriver.edu\)](mailto:npavlov@greenriver.edu)

[Login to LibApps](#)

[Report a problem](#)



Catherine Rabold

Circulation Technician

Phone: 253-931-6486 (tel:2539316486)

Email: [crabold@greenriver.edu \(mailto:crabold@greenriver.edu\)](mailto:crabold@greenriver.edu)

Library Organization Chart



**LIBRARY, MEDIA SERVICES
AND TUTORING AND
RESOURCE CENTER**

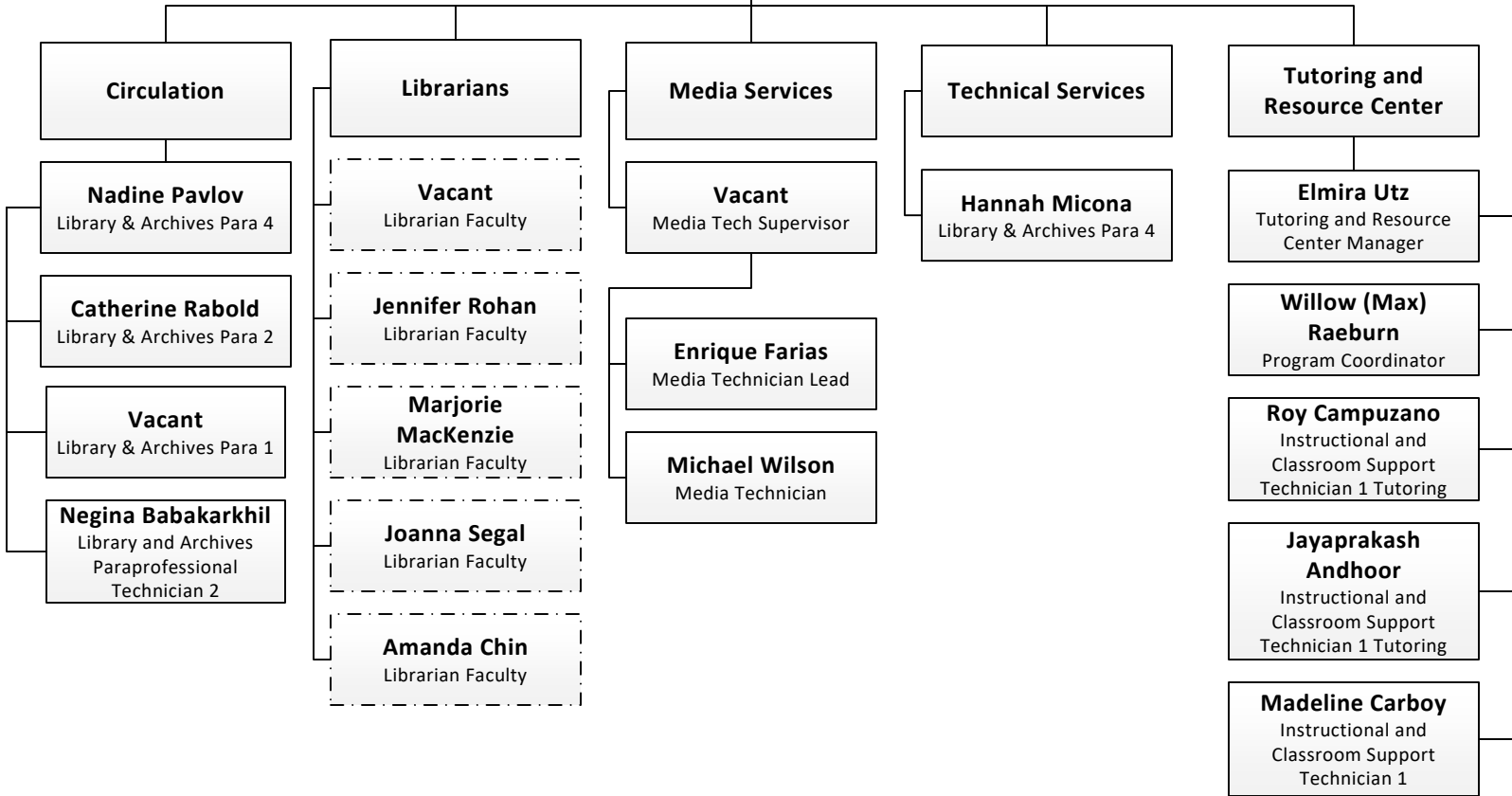
Jaime Fitzgerald
Interim Vice President
of Instruction

Elaine Stricklin
Executive Assistant

Ian Sherman
Interim Dean of English and
Humanities

Katie Cunnion
Interim Associate Dean of
Library, Media Services &
Tutoring & Resource Center

Leilani Hoglund
Administrative
Assistant 4



---- Shared with Humanities Division

Last Revised: 12.8.25

Library Information Literacy Instruction - Faculty Support

Holman Library



[GRC Holman Library](#) / [Faculty Support](#) / [Library Information Literacy Instruction](#)

Faculty Support

[Faculty Support Home](#)

[Library Information Literacy Instruction](#)

[Library Information Literacy Instruction](#)

[Information Literacy Resources](#)

[Library Resources for Classes & Canvas](#)

[Course Reserves](#) [↗](#)

[Film & Video for Classes](#) [↗](#)

[GRC Class Sets](#) [↗](#)

[OER, Free & Low-Cost Materials for Classes](#) [↗](#)

[Copyright](#)

[Interlibrary Loan](#) [↗](#)

[Purchase Requests & Collection Guidelines](#) [↗](#)

[Professional Development](#)

[Technology, Media Services & eLearning](#)

Go to...

- **LIBRARY HOME PAGE**
(<https://www.greenriver.edu/campus/campus-resources/holman-library/index.html>)
- **Search Collections & Databases**
(<https://libguides.greenriver.edu/c.php?g=1401588>)
- **Borrowing & Circulation**
(<https://libguides.greenriver.edu/c.php?g=1402373>)
- **Research & Academic Support**
(<https://libguides.greenriver.edu/c.php?g=1403434>)
- **Student Technology & Logins**
(<https://libguides.greenriver.edu/c.php?g=1398644>)
- **About the Library**
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10385860>)

- **Ask a Question**
(<https://libguides.greenriver.edu/c.php?g=1403447&p=10933148>)
Get help in-person, by email, phone, or 24/7 chat from a librarian!
more... (javascript:void(0);)

Schedule Instruction (#s-lib-ctab-32804359-0)

Library Liaisons By Division/Department (#s-lib-ctab-32804359-1)


Information Literacy at GRC (#s-lib-ctab-32804359-2)

Schedule Instruction

What does information literacy instruction look like at GRC?

Information literacy is a set of abilities requiring students to recognize when they need information and enabling them to ethically access, evaluate, and synthesize the needed information for academic, career, or personal gain.

Librarians can schedule **tailored "point of need" information literacy instruction** to be delivered

- **in-person** to your class in the library classrooms HL 213 or HL 217 or your your classroom,
- **synchronously online** (via Zoom to your class)
- **asynchronously** (creating or collaborating with you to design specialized class research guides or video tutorials to assist student with your research assignments)
-  Quick Guide to Library Instruction (https://libguides.greenriver.edu/ld.php?content_id=50404869)

How do I request information literacy instruction?

To enable librarians to prep for information literacy sessions, please provide:

1. A minimum of one week's notice to schedule instruction
2. A copy of your assignment at least one week in advance.

To request instruction, please fill out the instruction request form:

- Faculty Request for Library Instruction (<https://forms.office.com/Pages/ResponsePage.aspx?id=PmZA-ieXeEmbznDS-CS8pZkoTATLnKdBhPakSay71P9UREdQWjNaTkhaSzRjQVBHOFBXTzAyVUplUy4u>)

Alternately you can directly contact the Library Liaison who works specifically with your division/department:

- Library Liaisons by Division/Department (<https://libguides.greenriver.edu/c.php?g=1403456&p=10386003#s-lib-ctab-32804359-1>)

How should I prepare for an instruction session led by a librarian?

Library sessions work best when:

- Students have an assignment that requires them to use research or library resources.
- The librarian and instructor are collaborators and have discussed ahead of time the assignment, topics or themes, where students are in the process, outcomes and other key info. If you would like, librarians are happy to help you plan a research assignment.
- Students know the assignment before they come to the library.
- Students are graded or accountable in some way for participating in the library class.






(https://d2jv02qf7xgjwx.cloudfront.net/accounts/22044/images/HL_217_Facing_Instructor.jpg)

HL 217 Library Classroom (click image to enlarge) (photo attribution: Holman Library)

Related Pages

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