Cape Cod Community College Wilkens Library
Policy for use of the Information Skills Classroom

Purpose
Information skills instruction has as its goal information literacy, or "the ability to locate, evaluate, and use information to become independent life-long learners." The Information Skills Classroom is dedicated to instruction in critical thinking skills that foster the development of efficient and effective use of information resources. Members of the Wilkens Library staff and CCCC faculty and staff provide instruction.

Scheduling of information skills classes
CCCC faculty wishing to schedule an information skills class for their students should contact the Library Reference Office Ext. 4343. Faculty members must schedule classes at least one week in advance, to allow for preparation. Librarians prepare curricula to meet the specific needs of a class, including support materials and assignments if appropriate.

Faculty wishing to teach their own information skills classes are welcome to use the Information Skills Classroom provided it has not been reserved for another class. Faculty-taught classes must be scheduled through the Reference Office, at least one week in advance.

Scheduling of professional development and other workshops
The Information Skills Classroom may be scheduled for information skills-related professional development and other information skills programs to student and non-student groups on a per use basis, with the understanding that sessions taught by Wilkens Library staff receive priority. The Wilkens Library professional staff is responsible for approving requests for use of the room. Recurring meetings are not scheduled on a regular basis. Weekday room reservations for non-student groups are accepted no more than one month in advance and for one-time events only. To schedule a professional development or other program in the Information Skills Classroom contact the Library Reference Office Ext. 4343.

Users of the Information Skills Classroom Agree:
- Introduction of hardware or software not already installed is prohibited.
- Configurations of the computers will not be altered.
- No food or drink is permitted.
- Instructors agree that they will not compromise the security of the college’s or library’s networks by unauthorized sharing of information (passwords, etc.).
- A College faculty or staff member must be present whenever the room is in use.

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