

## **IRLS 504**

### **Type of Library Assignment**

#### **Purpose**

The type-of-information-environment assignment is intended to give students a chance to learn more about a specific type of library setting or environment and to share that knowledge with student colleagues. The assignment is also intended to give you experience with giving a group presentation complete. Your visual aids may be PowerPoint slides, Web pages, Word documents, or any other format that can be projected onto a screen for the entire class to view.

#### **Overview of Assignment**

Groups of 3 to 4 students will collaborate on researching and developing a 15-minute group presentation about a type of information environment. Each group should lead a 5-minute question-and-answer session at the conclusion of their formal presentation.

#### **Ground Rules for the Assignment**

The presentation should be a coherent whole. This means that while individual group members can and will research specific pieces, and present specific pieces, the presentation should not look like a camel (i.e., a horse designed by a committee). It should be both intellectually and visually an integrated unit. This means that the group needs to spend time together going over the research, deciding what to include, and agreeing on the visuals. Groups will be self-selected based on their common interest in the chosen environment.

#### **Typical Topics**

Typical topics will include the mission and goals or purpose of the chosen environment; location and size; context and relation to its parent or host institution; clientele; governance and financial structures; organization and professional positions including qualifications; distinctive features; current issues; future trends; and anything else you think significant enough to include.

There is no one right way to organize the presentation. Part of the challenge of the assignment is to organize the content coherently and effectively.

#### **Grading criteria**

Each person will receive an individual grade and a group grade. The group will get additional points if all individuals perform excellently, thus providing a group incentive to coach and help each other.



## **Content**

- Accurate
- Complete overview
- Clear
- Focuses on the important elements for an introductory overview
- Well organized

## **Professional Delivery**

- Introduction of team and topic
- Professional delivery—each individual
- Professional delivery—organization of group delivery and department
- Clarity of delivery

## **Visual aids**

- Clear organization
- Main points highlighted
- Visually pleasing
- Creators and Title of Presentation Provided
- Sources listed

Groups are strongly encouraged to practice. Arrangements will be made in several venues for you to practice as a group.

## **Helpful Resources:**

U.S. Department of Labor. Occupational Safety & Health Administration. "Presenting Effective Presentations with Visual Aids."

<http://www.osha.gov/doc/outreachtraining/htmlfiles/traintec.html>

Nan Peck, "Developing Effective Visual Aids."

<http://www.nvcc.edu/home/npeck/spd100/blueprintfiles/visualaids.htm>

If you find other helpful Web resources on effective public speaking, please share them by posting to the appropriate discussion forum in our D2L course space.



## Information Environments

**(Note: Do not choose an environment you work in now or have worked in before. Only one group to a topic please.)**

1. School Library Media Centers
2. Law Libraries
3. Health Sciences Libraries
4. Music Libraries
5. Art Libraries
6. Film Libraries & Archives
7. Museum Libraries
8. Museums
9. Newspaper Morgues/Libraries
10. Prison Libraries
11. Government Agency Libraries
12. Community College Libraries
13. Professional Association Libraries
14. Corporate Libraries
15. Corporate Knowledge Management Departments
16. State Libraries
17. Digital Libraries
18. Web Directories and Web Search Portals
19. Open-Access Digital Repositories
20. Federal Depository Libraries
21. Corporate Archives
22. Archives and Manuscript Collections
23. Learning Object Repositories

