Compiled from survey forms distributed to bibliographic instruction librarians in academic and special libraries in the spring of 1987, this directory includes information on the bibliographic instruction programs and methods of 17 Vermont universities and colleges listed according to the following metropolitan areas: (1) Bennington (Southern Vermont College Library); (2) Brattleboro (Community College of Vermont); (3) Burlington (Champlain College, Trinity College, and the University of Vermont--Bailey/Howe Library and Dana Medical Library); (4) Castleton (Castleton State College--Calvin Coolidge Library); (5) Johnson (Johnson State College--John Dewey Library); (6) Lyndonville (Lyndon State College--Samuel Read Hall Library); (7) Middlebury (Middlebury College); (8) Montpelier (Vermont College); (9) Northfield (Norwich University); (10) Plainfield (Goddard College); (11) Poultney (Green Mountain College); (12) Randolph Center (Vermont Technical College); (13) Rutland (College of St. Joseph Library); (14) South Royalton (Vermont Law School); and (15) Winooski (St. Michael's College). Each entry includes institutional data (library, college or university, address, contact person, telephone number, and size of institution); bibliographic instruction methods and materials; bibliographic instruction policies and procedures, including number of individuals involved in delivery of service; and comments. (KM)
A Directory of Programs and Methods

Johnson State College
Johnson, Vermont
For copies contact:

Reference Librarian
John Dewey Library
Johnson State College
Johnson, Vermont 05656

(802) 635-2355
This directory was compiled from survey forms distributed to bibliographic instruction librarians in academic and special libraries in the spring of 1987. The results of the survey were presented at the Vermont Library Association Annual Conference held at St. Michael's College on May 27-29 in Winooski.
CONTENTS

BENNINGTON
  • Southern Vermont College Library

BRATTLEBORO
  • Community College of Vermont

BURLINGTON
  • Champlain College
  • Trinity College
  • University of Vermont
    Bailey/Howe Library
    Dana Medical Library

CASTLETON
  • Castleton State College
    Calvin Coolidge Library

JOHNSON
  • Johnson State College
    John Dewey Library

LYNDONVILLE
  • Lyndon State College
    Samuel Read Hall Library

MIDDLEBURY
  • Middlebury College

MONTPELIER
  • Vermont College

NORTHFIELD
  • Norwich University

PLAINFIELD
  • Goddard College

POULTNEY
  • Green Mountain College
RANDOLPH CENTER
- Vermont Technical College

RUTLAND
- College of St. Joseph Library

SOUTH ROYALTON
- Vermont Law School

WINOOSKI
- St. Michael's College
Bennington

INSTITUTIONAL DATA

Library: Southern Vermont College Library
College, University: Southern Vermont College
Address: Monument Road
          Bennington, VT 05201
Contact Person: Diana Maher or Virginia Leavitt
Telephone: (802) 442-5427 x124

Size of Institution

Faculty: c. 20 w/20-25 adjunct
Undergraduates: 450

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Exercises/Worksheets
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 3

COMMENTS:

Currently we offer one or two sessions of library skills instruction as part of some English composition classes and nursing, environmental studies, and business courses, as requested by faculty. Content is geared to the subject matter of the particular course. Brief orientation tours are provided for new students.
Brattleboro

INSTITUTIONAL DATA

Library ___________________________ Community College of VT

College, University ___________________________ Main Office-Brattleboro

Address ___________________________ 15 Green St.

_________________________ Brattleboro, VT 05301

_________________________ (w/12 site offices)

Contact Person ___________________________ Eileen Chalfoun

Telephone ___________________________ (802) 431-0025

Size of Institution

Faculty: 400

Undergraduates: 3,025

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook (Biblio-Tech)

Workbooks

Exercises/Workshops

Pathfinders/ Bibliographies

Computer produced

Software: Some commercial, some we created

Computer Assisted Instruction

Hardware: Computers in each site office library

Software: Math, English, Writing, Library Skills, Languages

Library Orientation Tours

Classes/lectures requested by faculty

Library classes for college credit

Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 1

Other (please specify) Coordinators of Instruction

COMMENTS:

Our bibliographic instruction begins when instructors submit their Course Descriptions (syllabi). Where appropriate, they are encouraged to incorporate research objectives. There are then orientations and specific workshops designed to help their students accomplish those objectives. In each site office, Coordinators are trained to conduct workshops in research and writing reports and term papers. Various instructional media are used to accomplish this.
## INSTITUTIONAL DATA

<table>
<thead>
<tr>
<th>College, University</th>
<th>Champlain College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>371 Maple Street</td>
</tr>
<tr>
<td></td>
<td>Burlington, VT 05401</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Jeanne Pichetti</td>
</tr>
<tr>
<td>Telephone #</td>
<td>(802) 659-0800 x374</td>
</tr>
</tbody>
</table>

Size of Institution:

Undergraduates: 1500

## BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

- Pathfinders/ Bibliographies
- Library Orientation Tours (at request of faculty)
- Classes/lectures requested by faculty

## BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2
INSTITUTIONAL DATA

Library
Farrell Library
College, University
Trinity College
Address
Colchester Avenue
Burlington, VT 05401
Contact Person
Carolyn Barnes
Telephone
(802) 658-0337

Size of Institution

Faculty
70 (40 F/T, 30 P/T)
Undergraduates
926
Others
Weekend College, Evening Degree, and PACE (part-time older students)

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Workbooks
Pathfinders/Bibliographies
Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics (through the Writing Center run by the English Dept.)

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians
2
Library Staff
1

COMMENTS:

Freshmen and new evening degree students have orientation tours. We've used brief workbooks, but class presentations/demonstrations, after a term paper has been assigned, seem to work best.
Dartington

INSTITUTIONAL DATA

Library ________________________________ Bailey/Hove
College, University ____________________ University of Vermont
Address ________________________________ Burlington, VT 05405
Contact Person _________________________ Mara Baule
Telephone ______________________________ 654-2022
Size of Institution
   Faculty: 878 (Full-time)
   Undergraduates: 8151
   Graduate Students: 1054 + 355 Med Students
   Others: 1554 (Continuing education)

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook                        Self-guided tours
Workbooks                                Science
Exercises/Worksheets                     Workbooks
Pathfinders/ Bibliographies              WORKSHEETS
Computer produced                       Workbooks
   Hardware                                Workbooks
   Software                                Workbooks
      Turbo Pascal program (Written in-house)

and WORDSTAR

Self-guided tours
   Videotape                                Very dated. Needs complete revision
   Computer Assisted Instruction
      Hardware                                School
      Software                                School
      WORKSHEETS                             School
      Library Orientation Tours
      Classes/lectures requested by faculty
      Tera paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?
   Librarians: 0
INSTITUTIONAL DATA

Library: Dana Medical Library
College, University: University of Vermont
Address: Burlington, VT 05401
Contact Person: Tanara Durfee
Telephone: (802) 454-4372

Size of Institution

Faculty: 990 (285 Medical School Faculty)
Undergraduates: 7818
Graduate Students: 1,088
Others: 400 Medical Students (our primary usage)

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Workbooks
Computer Assisted Instruction
Software: MicroColleague Instruction
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 5
INSTITUTIONAL DATA

Library: Calvin Coolidge Library
College, University: Castleton State College
Address: Castleton, VT 05733
Contact Person: Claudia Ruediger Jung
Telephone #: (802) 768-5611

Size of Institution
- Faculty: 89 full-time plus numerous adjuncts
- Undergraduates: 1025 full and part-time
- Graduate Students: 175 full and part-time

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Pathfinders/ Bibliographies
- Computer produced
- Hardware: micro (Zenith)
- Software: Wordstar

Library Orientation Tours
- Classes/lectures requested by faculty
- Library classes for college credit

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?
- Librarians: 4
INSTITUTIONAL DATA

Library: John Dewey Library
College, University: Johnson State College
Address: Johnson, VT 05456
Contact Person: Linda Keeler
Telephone #: (802) 435-2356

Size of Institution:
- Faculty: 55
- Adjunct Faculty: 63
- Undergraduates: 925
- Graduate Students: 100
- Other: External Degree Program (EDP) 180

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/Bibliographies
Computer produced
- Hardware: Zenith 100 Microcomputer
- Software: Nedorat
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2

COMMENTS:

Development of a formal bibliographic instruction program, with prescribed goals and objectives for various degree offerings, has been a continuing concern. A majority of our instructional objectives still focus on orientation to the library but, increasingly, faculty requests for classes have affected changes in our method of instruction. Large classes, too, have prompted our investigation of audiovisual presentations to supplement class offerings and to ease staffing shortfalls.
LYNDONVILLE

INSTITUTIONAL DATA

Library _____________________________ Samuel Read Hall
College, University ___________________________ Lyndon State College
Address _____________________________ Lyndonville, VT 05851
Contact Person _________________________ Beth Harley
Telephone ____________________________ (802) 424-9371

Size of Institution
Faculty: 76
Undergraduates: 800
Graduate Students: 20

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/Bibliographies
Computer produced
Hardware (Zenith system)
Software (Wordstar)
Library Orientation Tours
Classes/lectures requested by faculty
Tera paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians ________ 1 ________
Library Staff ________ 1 ________
INSTITUTIONAL DATA

Library: Robert F. Conant Library
College, University: Middlebury College
Address: Middlebury, VT 05753
Contact Person: Mr. Terry Plum
Telephone #: (802) 388-7560

Size of Institution:
- Faculty: 145
- Undergraduates: 2,000

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook (Visitor's Guide)
Exercises/Worksheets
Pathfinders/Bibliographies
Computer produced:
- Hardware: Zenith CIF 15L21 with hard disk
- Software: DEC Rainbow

Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

- Librarians: 1 (with 5 assistants)
- Library Staff: 1 only very occasionally
- Student Assistants: 2

COMMENTS:

We emphasize course related instruction, although we offer senior thesis seminars, freshman writing library classes, and bibliographic consultations. We produce selective guides to the literature of all majors and programs offered by the College, and each bibliographic instruction class is accompanied by a pathfinder. Annual report available upon request.
INSTITUTIONAL DATA

Library            Gary Memorial Library
College, University Vermont College
Address            Montpelier, VT 05602
Contact Person     Deborah Sessions
Telephone          (802) 823-8740

Size of Institution

Undergraduates  On-campus and Off-campus
Graduate Students  Total for both 731

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/ Bibliographies
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians  1
INSTITUTIONAL DATA

Northfield

Library: Henry Prescott Memorial Library
College, University: Norwich University
Address: Northfield, VT 05663
Contact Person: Paul Hiller
Telephone: (802) 485-5011

Size of Institution

Faculty: 100
Undergraduates: 1500
Graduate Students: 30

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/ Bibliographies
Computer produced
Hardware: IBM PC
Software: NPS 80

Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2
Library Staff: 1

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### INSTITUTIONAL DATA

<table>
<thead>
<tr>
<th>Library</th>
<th>Goddard College Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>College, University</td>
<td>Goddard College</td>
</tr>
<tr>
<td>Address</td>
<td>Plainfield, VT 05667</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Vincent Rosano</td>
</tr>
<tr>
<td>Telephone</td>
<td>(802) 454-9311</td>
</tr>
</tbody>
</table>

### Size of Institution

- Faculty: 22
- Undergraduates: 65 resident/ 115 non-resident
- Graduate Students: 2 res./ 110 non-res.

### BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

- Library Handbook
  - Computer produced
    - Hardware: IBM-PC
    - Software: PC-WRITE
- Computer Assisted Instruction
- Library Orientation Tours
- Classes/lectures requested by faculty
- Term paper/writing clinics

### BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

**How many individuals are involved in delivery of this service?**

Librarians: 2
Poe Itiey

INSTITUTIONAL DATA

Library ____________________________
College, University ____________________________
Address ____________________________
Contact Person ____________________________
Telephone ____________________________

Size of Institution

Faculty: 20
Undergraduates: 500

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Workbooks
Exercises/Worksheets
Pathfinders/ Bibliographies
Library Orientation Tours
Classes/lectures requested by faculty
Tera paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 1

COMMENTS:

I "walk" freshmen through a hypothetical term paper while covering all of our goodies!
Randolph Center

INSTITUTIONAL DATA

Library
Martina Library

College, University
Vermont Technical College

Address
Randolph Center, VT 05061

Contact Person
Denev Patterson

Telephone
(802) 728-3391

Size of Institution
Faculty: 95
Undergraduates: 425

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 3
Library Staff 1
Student Assistants
Other (please specify)

COMMENTS:

Vermont Technical College is a two-year technical and agricultural college with a vast majority of students coming from Vermont. These students are often the first in their families to attend college and come to VTC right after high school. Library bibliographic instruction is planned into the English curriculum at the beginning of each semester so that every student has an orientation to our library. Further instruction may be requested by other faculty members, as well as CCV instructors, local high schools, etc.

To begin each bibliographic instruction session, we provide each student with a library handbook. A classroom presentation follows, with a lecture incorporating overhead transparencies which cover LC subject headings, cross reference index, Reader's Guide, Magazine Index, our catalog and vertical files. We take a reference question from initial query to solution, using all of these resources. Then, a library tour is conducted, pointing out locations of materials, machine use, introduction of staff, etc. Usually faculty members provide follow-up exercises for their classes, using both people and material resources in the library.
INSTITUTIONAL DATA

Library: College of St. Joseph Library
College, University: College of St. Joseph
Address: Clement Road
Contact Person: Sister Monica Fitzgerald
Telephone #: (802) 775-5900 x232

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Exercises/Worksheets
Library Orientation Tours
Tera paper/writing clinics
(All controlled by English Department)

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

English Composition Faculty

COMMENTS:

It was decided by the Curriculum Development Committee that the necessary bibliographic instruction would be combined with the term paper writing and would be handled by the English Composition instructors.
South Royalton

INSTITUTIONAL DATA

Library

Founders Library

College, University

Vermont Law School

Address

P.O. Box 60
S. Royalton, VT 05068

Contact Person

Abby Armstrong

Telephone

(802) 764-6505

Size of Institution

Faculty: 25
Graduate Students: 400 J.D.
Others: 10 Masters of Studies in Law Students

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook

Workbooks

Exercises/Worksheets

Computer Assisted Instruction

Westlaw computer assisted legal research

Library Orientation Tours

Classes/lectures requested by faculty

Library classes for college credit

Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 3.5
INSTITUTIONAL DATA

Library: Winooski Library

College, University: St. Michael's College

Address: College Parkway
          Winooski, VT 05404

Contact Person: Mary T. Rivard / Diane Balnier

Telephone: (802) 455-2000 x2405

Size of Institution:

Faculty: 200 with adjunct and support
Undergraduates: 1,000
Graduate Students: 400

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Pathfinders/ Bibliographies
  Computer produced
    Hardware: MicroWriter
Self-guided tours
Audiotape
Computer Assisted Instruction
Library Orientation Tours
Classes/Lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2