

Sharing Instructional Materials via the CDL Instructional Materials Website

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Librarians within the University of California libraries have long identified the sharing of instructional materials as a high priority so that they do not have to “reinvent the wheel” every time a new digital resource is introduced to the community. To promote and facilitate this activity, the CDL maintains an Instructional Materials website at <http://www.cdlib.org/inside/instruct/> with materials contributed from all the UC campuses.



One of the specific, stated responsibilities of Resource Liaisons is to share instructional materials with colleagues. By creating a guide to a resource, the originator will have to learn it in greater depth by focusing on its smallest details from search to downloading citation features. Creators will be able to tap into their creativity, and equally important, they will be saving their colleagues time. Remember that those at general reference desks who juggle a wide variety of resources—and aren't always deeply knowledgeable about all of them—may be very glad to come across a colleague's guide to help with a patron's query.

Instructional materials can be created by the Resource Liaison or any other librarian teaching the resource, or created by the vendor, and pointed to at the vendor site. Resources can be in the form of

- Standalone guides
- Teaching guides for use within a specific class
- Notes to colleagues on database-specific training issues or high-level concepts
- Tutorials
- Other formats

Examine some of the instructional materials on the web site before creating yours, and imagine what novice users of a resource would want to know when encountering it for the first time, and as they return to it.

Materials can be shared as

- PDFs
- HTML
- Word documents. If they are made available as Word documents, they can be more easily adopted and branded by another campus.

Campuses are encouraged to share their instructional materials widely, and by placing them on this site, they are implicitly promoting sharing of their brilliant ideas!

It is useful to alert the CDL when guides have lost their usefulness or need to be replaced. When materials are received at the CDL, they will be placed on the Instructional Materials page. The CDL does not evaluate them; any evaluation of the guides should be done in advance of sending them to us.

This following information is included at the time of posting

- Name of resource
- Type of material submitted (e.g., guide, tutorial)
- Creator (vendor or campus)
- Month and year put up on the web site
- Link to resource

Bibliography of the History of Art (RLG)	<ul style="list-style-type: none">• Promotional Toolkit (RLG) November 2005 [HTML]• Guide (RLG) [HTML]
BioOne	<ul style="list-style-type: none">• Electronic Starter Kit May 2004 [HTML]
BIOSIS Previews (ISI)	<ul style="list-style-type: none">• Quick Guide (UCB) December 2005 [PDF]• ISI Knowledge Link November 2005 [HTML]• Quickstart Guide to BIOSIS Previews (UCSC) August 2005 [DOC] [PDF]• Guide (UCB) July 2005 [DOC]
Black Drama	<ul style="list-style-type: none">• Guided Tour (ASP) [HTML]
Black Studies Database	<ul style="list-style-type: none">• Guide (NISC) [HTML]
Business Source Premier (EBSCO)	<ul style="list-style-type: none">• Databases for Business Schools (EBSCO) September 2004 [PPT]• EBSCOhost User Guide Business Source Databases September 2004 [DOC]

While mainly for licensed resources, the CDL also includes guides to widely used resources such as EndNote or Google Scholar.

For questions regarding the guides, please contact Ellen Meltzer (ellen.meltzer@ucop.edu) or 510.987.9214.