



How to Teach: A Practical Guide for Librarians (Practical Guides for Librarians)

By Beverley E. Crane



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Designed for any librarian who needs to teach either one person at a time or an entire class, *How to Teach* is a stand-alone guide to becoming proficient in teaching users how to access, evaluate, and use information. Covering both face-to-face and online teaching and learning, the book:

- gives you just enough background on learning theory, how to plan good instruction, and how to deliver it.
- helps you assess the advantages and disadvantages of face-to-face and online instruction and selecting the best mode for your content.
- Illustrates instructional strategies to employ and provides model lesson plans for creating online and face-to-face instruction.
- highlights ways of using individualized instruction either by itself or as a complement to other teaching. Examples include how to create LibGuides and videos.
- features lesson plans with step-by-step instructions and hands on ways to create objectives, present activities, and evaluate instruction.

This book is designed for all librarians and library staff who teach as part of their role and library school students new to teaching.

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Editorial Review

Review

Crane (Dialog Information Systems; Using Web 2.0 and Social Networking Tools in the K-12 Classroom) offers practical advice to librarians faced with teaching an array of information literacy workshops. She begins by presenting summaries of various learning and pedagogic theories, from B.F. Skinner to Jean Piaget. (During her discussion of learning styles, she acknowledges that there are objections to learning style theory, but she does not cite specifics.) The next few chapters provide planning and implementation tips. Chapters four through eight outline types of instruction, including face-to-face and synchronous and asynchronous online instruction. The final chapter wraps up with what the future may hold for library instruction. The theories and principles highlighted in the first chapter are used throughout the book with practical examples. Each chapter begins with objectives and ends with key points, websites for more information, exercises, references, and further reading. The book also contains sample handouts and workshops. **VERDICT** As Crane states, 'Learning is complex,' which makes effective teaching a challenge. Her book is a serious attempt to make it an easier task. Recommended for teaching librarians both newly minted and experienced. (*Library Journal*)

The Practical Guide for Librarians series, of which this title belongs to, is designed to give librarians practical and innovative solutions to the everyday problems they face that can drain them of time and resources. The guides provide step-by-step plans for librarians brand new to the role of teaching customers how to access, evaluate, and use information. *How to Teach* explains to readers the theory behind delivering good instruction; helps them identify whether face-to-face or online instruction will be more effective for their users; shows them how to develop successful instruction; demonstrates ways to use individualized instruction; and provides advice on how to create objectives, present activities, and evaluate instruction. The work takes the reader through the steps of effective teaching. Library instruction is becoming a basic component of many library positions these days and this book will greatly assist those that are new to teaching and instruction. The suggestions can be adapted to fit face-to-face instruction as well as online instruction, making this volume a useful tool for any library manager looking to provide assistance to their staff in the area of teaching. (*American Reference Books Annual*)

How to Teach: A Practical Guide for Librarians is a valuable resource for librarians who are new to teaching, as the author has included an array of important topics, including some that are rarely touched upon in this type of book. It is also a good refresher for librarians who are experienced teachers. It is lucidly written, and the author has provided a number of avenues and resources to spur further exploration. And the icing on the cake? It addresses the needs of librarians in public and special libraries, as well as academic libraries. (Trudi E. Jacobson, Distinguished Librarian and Head of the Information Literacy Department, University at Albany)

I wish I had *How to Teach: A Practical Guide for Librarians* as a resource when I started my career! In the first week at my first professional job, I was asked to present a course on MARC coding to other librarians. With no prior experience in teaching a class, I had to learn by trial and error. Starting with an overview of the context for adult learning, this book offers clear, practical advice on instructional techniques, plus examples and resources for creating course content and engaging students. What an invaluable resource for librarians, or indeed for professionals of any kind, who want to develop their teaching skills or learn how to communicate information more effectively. (Libby Trudell, former executive and current consultant with ProQuest Dialog)

About the Author

Beverley E. Crane creates training materials for Dialog, including distance education online courses and self-paced modules and videos on searching techniques, and is editor of the Dialog customer e-newsletters. She is the author of four previous books, most recently *Using Web 2.0 Tools and Social Networking in the K-12 Classroom* (Neal-Schuman, 2012).

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Alice Wilkerson:

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Donna Davis:

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