GALE STUDENT ORIENTATION TOOLKIT

INTRODUCING FIRST YEAR EXPERIENCE STUDENTS TO GALE RESOURCES

Best Practice Toolkit: Introducing and Orienting Students to Gale Resources

This toolkit is designed for librarians to effectively introduce and orient first-year college or university students to the Gale resources available through their library. The toolkit includes support tools from Gale's support site and aligns with ACRL best practices for promoting academic library resources.

It may be helpful to log into support.gale.com with your library's Location ID before running through this toolkit to customize the links below to your institution's holdings.

PREPARATION AND PLANNING

- **Identify all Gale resources** your library subscribes to and ensure **up-to-date access links** are available for students on the library's website. Update your A/Z list: **request a customized Springshare A/Z List import file** from your Gale Training and Engagement Specialist.
- **Review and download** the latest **training materials**, **resource guides**, and **tip sheets** from the **Gale Support site**, to ensure you and your team are familiar with core features and workflows.
- **Customize orientation content** to reflect your institution's specific Gale holdings and student needs, using learning community–specific filters on the **Gale Support Site** to find relevant materials.
- **Coordinate with faculty and campus partners** to embed **advanced search functions**, **Gale resource links** and **LibGuides** into **learning management systems**, **syllabi**, and orientation programs.

ORIENTATION SESSION STRUCTURE

- Begin with a brief **overview of the library's digital resources**, emphasizing the **value and breadth of Gale databases** available to students.
- **Demonstrate how to access** Gale resources via the **library website**, **discovery service**, **LibGuides**, highlighting the one-click access feature for ease of use.
- Walk students through a **live search demonstration**, showcasing, **topic finder**, **citation tools**, **highlighting and notetaking**, and **accessibility features**.
- Link **Gale product tutorials** on the library website next to your access links, ensuring students have **step-by-step instructions** for independent use.
- Highlight ready-made **instructor guides**, hands-on activities, and real-world application projects available through Gale to **foster engagement** and critical thinking.
- **Encourage students to explore** Gale's built-in tools for **downloading**, **sharing**, and **citing materials** in their academic work.

ACTIVE ENGAGEMENT AND LEARNING

- **Incorporate interactive activities and guided searches** using Gale databases, and/or leverage sample topics and searches, research examples from **Gale Primary Sources Learning Centers** to reinforce key skills and resource discovery.
- Provide opportunities for **students to ask questions and troubleshoot common issues** during the session.
- **Offer follow-up support**, including links to **recorded webinars**, **additional tutorials**, and contact information for library help.

PROMOTION AND OUTREACH

- **Use a mix of promotional strategies**: in-course announcements, email newsletters, library displays, social media posts, and campus events to raise awareness of Gale resources.
- Embed Gale resource links in **learning management systems** and campus apps for **seamless access**.
- **Collaborate with faculty** to integrate Gale resources into **course assignments** and research projects.
- Utilize downloadable **communication templates** and **digital assets** from the Gale Support site to **maintain consistent, professional outreach**.

ASSESSMENT AND CONTINUOUS IMPROVEMENT

- **Collect feedback** from students and faculty on the usefulness and clarity of the Gale orientation session.
- Monitor **usage statistics** using the **Gale Usage Dashboard** and/or the **Gale Usage Portal (Scholarly IQ site)** for Gale resources to identify trends and areas needing further promotion or instruction.
- Regularly **review and update orientation materials** based on **new Gale features**, enhancements, and evolving student needs.

Reach out to your Gale Training and Engagement Specialist for additional support, best practices, and tips to maximize your effort!