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Sources consulted for Information Literacy ideas and best practices:
ACRL Framework for Information Literacy in Higher Education
Link: http://www.al.org/acrl/standards/ilframework
Last updated: February 2015
License: CC BY-NC-SA 4.0

Grand Valley State University Libraries - Core Competencies & Instruction Menu
Link: http://gvsu.edu/library/instruction/
Last updated: 2013
License: CC BY-NC-SA 3.0

Association of American Colleges & Universities - Information Literacy VALUE Rubric
Link: https://www.aacu.org/value/rubrics/information-literacy
Last updated: July 2013
License: “Individuals are welcome to reproduce the VALUE rubrics” for educ. purposes

Tools and tips for project management:
1. Share the management responsibilities between more than one person
   Our model:
   ● One person responsible for managing project’s overall direction
   ● Second person convenes smaller groups and tracks progress on tasks
   ● Both project managers serve hands-on roles in project sub-groups

2. Divide into smaller groups to complete individual parts of the project
   ● What are the sub-units of your larger project?
   ● Give staff the chance to volunteer for groups aligned with their skills/interests
   ● Smaller groups keep one another informed

3. Use online, collaborative tools to stay organized
   Specific tools we use:
   ● Google Drive (docs, spreadsheets, etc.)
   ● Google Keep (checklists and notes)
   ● Calendar & Tasks notifications (set reminders, make appts with yourself)