Preparations

- Library administration met with the Assistant Dean of Medical Student Affairs & Education to share ideas regarding the orientation structure and format, and to obtain week-long orientation schedule.
- Identified five areas of library information that students needed to know corresponding to five stations on the scavenger hunt.
- Added two additional stations for Student Technology Services (laptop and wireless support) and Classroom Services (digital audio recordings of lectures).
- Assigned librarians to staff stations and develop activities/questions for booklet.
- Identified local businesses to approach for possible door prize donation. Divided list among librarians to pursue. Also, library vendors contacted for prizes.
- Library orientation format aspired to expose students to library collections and functions in an interactive and enjoyable way.

Organizations

- Station Name, Topic, Activity
  - House: Where to go for help (reference desk, web-based tutorials, drop-in classes)
  - CSI: Off-campus access to library resources
  - Grey’s Anatomy: Print and electronic collections
  - Bones: Software and other study aids
  - Scrubs: Library need-to-know (hours, pay for print, policies)
  - Private Practice: Accessing the wireless network
  - ER: Accessing lecture podcasts and re-serving equipment

Materials needed: booklets, signage, door prizes, door prize drop-off box, laptops with wireless access.

Door Prizes
- iPod Shuffle (2)
- Flash memory stick
- Cecil Textbook of Medicine, 23rd edition
- Medical Student Snack Bag from Trader Joe’s (2)
- Elliot in the morning/CD package from DC 101 (2)
- $5 Gift certificate to The Burro (4) or Bertucci’s (5)
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- GW Medicine in the New Millennium poster
- Coupon for free Starbucks Vivanno beverage (45)

Customized library map for the occasion, clearly labeling orientation stations.

Student Feedback

- “This was the best library orientation I’ve ever been to! Everything was GREAT and really helpful!”
- “It was a helpful way to get a first quick understanding of the library services.”
- “The library staff was very friendly and encouraging in the mini scavenger hunt (very creative). The possibility of winning great prizes was a nice plus too!”
- “Interactive game format was interesting. I liked learning about resources because before it felt intimidating and overwhelming to try to figure out how to use the resources. I feel a little more comfortable now.”

Concluding Activities

- Took photos of event in progress
- Sent out orientation evaluation survey via student listserv
- Conducted door prize drawing and notified winners (posted in library blog and sent email to student listserv)
- Sent thank-you notes to door prize donors
- Solicited feedback from all participating library staff