

Las Positas College  
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## Course Outline for LIBR 1

### LIBRARY SKILLS

Effective: Fall 2017

#### I. CATALOG DESCRIPTION:

LIBR 1 — LIBRARY SKILLS — 1.00 units

Introduces techniques of research in a college library including development of a search strategy, location and evaluation of material in a variety of sources and formats, and preparation of a written bibliography of sources.

1.00 Units Lecture

#### Grading Methods:

Pass/No Pass

#### Discipline:

	<u>MIN</u>
<b>Lecture Hours:</b>	18.00
<b>Total Hours:</b>	18.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. do independent research in any academic library
- B. use the basic vocabulary and concepts of research
- C. access, analyze and evaluate resources in today's complex information society
- D. apply library research skills to other coursework
- E. recognize the necessity for flexibility in adapting to rapidly changing information technology
- F. organize and present research material in an accepted bibliographic format

#### V. CONTENT:

- A. Library orientation
  - 1. Materials
  - 2. Locations
  - 3. Services
- B. Research and library organization
  - 1. Define a topic
  - 2. Library of Congress Subject Headings
  - 3. Book arrangement
  - 4. Library of Congress Classification categories
  - 5. Library of Congress call numbers
- C. Locate materials with the on-line catalog
  - 1. Search by author, title, subject
  - 2. Search by call number, keyword
- D. Use printed periodical and special indexes
  - 1. Components of magazines and newspapers
  - 2. General print periodical indexes, such as:
    - a. Readers' Guide to Periodical Literature
    - b. New York Times Index
    - c. San Francisco Chronicle Index
  - 3. Subject print indexes, such as:
    - a. Biography Index
    - b. Short Story Index
  - 4. Periodical holdings lists
  - 5. Periodical interlibrary loan
- E. Use computer-accessed reference databases
  - 1. Advantages and disadvantages of CD-ROM indexes
  - 2. Various databases, such as:
    - a. Academic Abstracts
      - 1. Full text and abstracts
      - 2. Basic searches: subject and keyword
    - b. SIRS Researcher

1. Full-text articles
2. Newline: current topics in the news
3. Basic searches: subject and keyword
- c. Readers' Guide Abstracts CD-ROM
  1. Abstracts only
  2. Searches: single subject, multiple subject, command language
- d. InfoTrac Health Reference Center
  1. Citations, abstracts or full text
  2. Basic searches: subject and keyword
  3. Periodicals, reference books, pamphlets
- e. Columbia Granger's World of Poetry CD-ROM
  1. Citations, quotations and full-text poems, and anthology information
  2. Searches: author, title/first line, subject, words within poems, combinations
3. Print or download to disk
- F. Basic Internet search / midterm
  1. Internet
    - a. Define the Internet
    - b. Describe types of resources
    - c. Use search tools
    - d. Evaluate resources
  2. Internet review / midterm
- G. Use encyclopedia and dictionaries
  1. General and special subject encyclopedias
  2. Dictionaries
    - a. Abridged/unabridged
    - b. Foreign language
    - c. Subject/other
- H. Using other useful reference sources
  1. Almanacs, atlases, and gazetteers
  2. Directories, handbooks, and yearbooks
  3. Other
- I. Finding biographical information and literary criticism
  1. General biographical sources
  2. Author information
  3. Book reviews
  4. Literary criticism
- J. Research process / final
  1. Evaluate source material
  2. Primary and secondary sources
  3. Critical thinking
  4. Term paper strategy
  5. Bibliographic format (Works Cited)

#### VI. METHODS OF INSTRUCTION:

- A. **Individualized Instruction** -
- B. **Demonstration** -
- C. Hands-on activities and computer time
- D. **Written exercises and case studies** -
- E. **Audio-visual Activity** -
- F. Readings

#### VII. TYPICAL ASSIGNMENTS:

- A. Reading:
  1. "Unit 2: Defining A Topic: How To Figure Out What You Need and How To Find It On the Shelf" (Carter 11-20).
    - a. Identify which of three aspects of abortion would be emphasized in three books which have call numbers beginning with HQ, KF, or RG, considering Library of Congress classification categories.
  2. "Unit 5: CD-ROM Reference Databases" (Carter 69-98).
    - a. Explain two of the advantages and two of the disadvantages of using CD-ROM indexes.
- B. Writing, problem solving or performance:
  1. "Unit 5: CD-ROM Reference Databases" (Carter 69-98).
    - a. Compare the differing subjects and number of the citations found when searching by keyword or subject heading for interracial adoption in SIRS Researcher.
  2. Research/final project pertaining to the content of the course

#### VIII. EVALUATION:

- A. **Methods**
  1. Exams/Tests
  2. Projects
  3. Home Work
- B. **Frequency**
  1. 2 projects/exams
  2. 8 exercises

#### IX. TYPICAL TEXTS:

1. Carter, Peggy, Barbara Hardy, and Aileen Furuyama. *Library Skills*. Latest ed., Las Positas College, 1997.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. LRC/Other computer use certificate
- B. 3-1/2 inch computer diskette
- C. Copy/printer card