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Course Outline for NLIB 201

GETTING STARTED WITH THE LIBRARY AND RESEARCH

Effective: Spring 2020

I. CATALOG DESCRIPTION:

NLIB 201 — Noncredit

Introduction to using the library and beginning research. Familiarizes students with physical and online library resources; including services, availability, organization, and formats. Students will gain confidence to seek help at the appropriate service desks as they develop a research plan to answer a researchable question.

Grading Methods:

Pass/No Pass/Satisfactory Progress

Discipline:

- Library Science

Noncredit Category

J - Workforce Preparation

	MIN
Total Noncredit Hours:	2.25

II. PREREQUISITE AND/OR ADVISORY SKILLS:

III. MEASURABLE OBJECTIVES:

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

- A. Identify locations of different library collections.
- B. Identify service areas/desks.
- C. Identify the appropriate library service desk based on type of help needed.
- D. Select an appropriate research question.
- E. Perform preliminary background research.
- F. Identify different resources for information gathering.

IV. CONTENT:

- A. Library Layout
 1. Tour of the library
 2. Location of resources and services
 3. Library Card/Student ID
 4. Printing in the library
- B. Library Website and Catalog
 1. Introduction to LPC Library homepage
 2. Introduction to catalog.
 3. Basic Search Techniques
 4. Library organization
- C. Books
 1. Search strategies to find relevant books on a topic in the library catalog
 2. Library of Congress classification system for books
 3. Use of table of contents and index
 4. Differences in types of books (reference, fiction, non-fiction)
- D. Audiovisual Materials
 1. Find by browsing and searching in the library catalog
 2. Organization of audiovisual materials
- E. Magazines and Newspapers
 1. Identify and locate in the collection.
 2. Distinguish between a periodical and an article from a periodical.
 3. Highlight the differences between magazines and newspapers.
- F. Plagiarism & Citing
 1. Introduction to plagiarism
 2. In-Text Citations
 3. Bibliography
 4. Citation & Bibliography styles

V. METHODS OF INSTRUCTION:

- A. **Demonstration** -
- B. **Lecture** -
- C. **Classroom Activity** -

D. Directed Study -

VI. TYPICAL ASSIGNMENTS:

- A. Library Treasure Hunt to locate library resources
- B. Browse shelves to find and check out a fiction book.
- C. Use the library catalog to find and check out a non-fiction book.
- D. Identify appropriate places where a citation should be included.
- E. Purchase a print card and use a library computer to print a document.

VII. EVALUATION:

Methods/Frequency

- A. Projects
Once. For example, an end of class final project: bibliography/list of sources gathered
- B. Class Work
Each session. For example, in-class evaluation of printing; ability to find library materials by browsing; evaluation of ability to ask questions at services desks.

VIII. TYPICAL TEXTS:

- 1. Modern Language Association of America. *MLA Handbook*. 8th ed., Modern Language Association of America, 2016.
- 2. Palmquist, Mike. *The Bedford Researcher*. 6th ed., Bedford/St. Martin's, 2018.

IX. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Student ID Card
- B. Print Card