

Las Positas College  
3000 Campus Hill Drive  
Livermore, CA 94551-7650  
(925) 424-1000  
(925) 443-0742 (Fax)

## Course Outline for LIBR 4

### COLLEGE RESEARCH TECHNIQUES

Effective: Fall 2016

#### I. CATALOG DESCRIPTION:

LIBR 4 — COLLEGE RESEARCH TECHNIQUES — 0.50 units

Introduction to basic research techniques in a college library. Focus is on use of the library catalog, search strategies, organization of materials in the library including reference, faculty reserves, circulating books, audiovisuals, use of reference materials, evaluation of relevant resources, recognition of plagiarism, and bibliographic citation of books, audiovisuals, and magazines and journals.

0.50 Units Lecture

#### Grading Methods:

Pass/No Pass

#### Discipline:

	<b>MIN</b>
<b>Lecture Hours:</b>	9.00
<b>Total Hours:</b>	9.00

#### 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. Identify Library service areas and collections;
- B. Locate and use the Library homepage as a research tool;
- C. Demonstrate understanding of Library of Congress classification and arrangement;
- D. Use the library catalog proficiently;
- E. Formulate effective research strategies for locating materials on a selected topic in the Library catalog;
- F. Select and evaluate information from appropriate sources;
- G. Demonstrate the ability to cite information;
- H. Explain ethical, social, and legal issues concerning plagiarism; and
- I. Develop and modify effective search strategies to compile a bibliography on a chosen topic using a standard citation style.

#### V. CONTENT:

- A. Library Layout
  1. Tour of the library
  2. Location of resources and services
- B. Library Catalog
  1. Introduction to catalog on LPC Library homepage
  2. Search techniques
  3. Advanced catalog features
  4. Faculty reserves
  5. Library of Congress classification system
  6. Library of Congress Subject Headings
- 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. Primary sources versus secondary sources
  5. Evaluation criteria
- D. Audiovisual Materials
  1. Search strategies for finding relevant audiovisual materials on a topic in the library catalog
  2. Classification system for audiovisual materials
  3. Evaluation criteria
  4. Incorporating audiovisual materials in assignments
- E. Magazines and Journals
  1. Search catalog and databases to identify and locate in the collection.
  2. Distinguish between finding a journal and an article from a journal.
  3. Highlight the differences between magazines and journals.
- F. Reference Books

1. Types of specialized reference books
2. Uses of specialized reference books
3. Evaluation criteria
- G. Plagiarism
  1. Define plagiarism
  2. Ethical, social, and legal issues
- H. Citation Style
  1. MLA, APA, and other citation formats
  2. Use of bibliographic citation composer
- I. Bibliography
  1. Functions
  2. Types (annotated, works cited, bibliography, reference list)

#### VI. METHODS OF INSTRUCTION:

- A. One-on-one consultation with a librarian
- B. **Lecture** -
- C. Written assignments
- D. In-class, hands-on skill work
- E. Group work with discussion
- F. **Demonstration** -

#### VII. TYPICAL ASSIGNMENTS:

##### A. Discussion and Demonstration

1. Use of specialized encyclopedias to find information on librarian approved topic
2. Use of library catalog to find books on librarian approved topic
3. Demonstrate author, title, subject, and keyword searches

##### B. Written Assignments

1. Write citations for the books found.
2. Prepare a bibliography on the assigned topic.

#### VIII. EVALUATION:

##### A. **Methods**

1. Projects
2. Other:
  - a. Methods
    1. Skill demonstration in class: for example, find items on reserve for a particular instructor in the catalog.
    2. Group presentation: for example, materials found using different search strategies and limiters in the catalog
    3. Final project: written bibliography of books, audiovisuals, and magazine and journal articles on a chosen topic
    4. Demonstrate search strategy, discuss sources chosen for bibliography, and review citation format for correctness.

##### B. **Frequency**

1. Frequency of Evaluation
  - a. In-class evaluation of library catalog search strategies
  - b. In-class evaluation of selected reference books on an assigned topic
  - c. End of class final project: bibliography

#### IX. TYPICAL TEXTS:

1. Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed., The Modern Language Association of America, 2009.
2. American Psychological Association. *Publication Manual of the American Psychological Association*. 6th ed., American Psychological Association, 2010.
3. Hacker, Diana, and Barbara Fister. *Research and Documentation in the Digital Age*. 6th ed., Bedford/St. Martin's, 2015.
4. Hacker, Diana. *A Writer's Reference*. 8th ed., Bedford/St. Martins, 2015.

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

- A. Student I.D. card
- B. GoPrint Card