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Course Outline for NLIB 203

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Effective: Spring 2020

I. CATALOG DESCRIPTION: NLIB 203 — Noncredit

Introduction to using the library. Familiarizes students with physical and online library resources; including availability, organization, and formats. Students will gain confidence to seek help when needed; find and check out library materials; and be introduced to using materials ethically.

Grading Methods:

Discipline:

- Library Science

Noncredit Category

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	MIN
Total Noncredit Hours:	0.00

II. PREREQUISITE AND/OR ADVISORY SKILLS:

III. MEASURABLE OBJECTIVES:

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

- Use library organization systems to browse physical materials and find a book.
- Use student ID card as a library card to check out library materials.
- Identify locations of different library collections.
- Use library catalog to find physical and online materials.
- Identify service areas/desks.
- Ask questions at appropriate service areas when help is needed.
- Uses a library computer to print a document.
- Locate books, reference, magazines, and newspapers
 - Understand the difference between fiction and non-fiction.
- Able to use table of contents and index.
- Know what a primary source is.
- Distinguish between a periodical and a periodical article.
- Identify basic bibliographic information; such as authors and titles, for books and periodicals.
- Recognize concept of plagiarism.
- Identify when source documentation should be included.
- Know that there are different styles for documenting sources.

IV. CONTENT:

- Library Layout
 - Tour of the library
 - Location of resources and services
 - Library Card/Student ID
 - Printing in the library
- Library Website and Catalog
 - Introduction to LPC Library homepage
 - Introduction to catalog.
 - Basic Search Techniques
 - Library organization
- Books
 - Search strategies to find relevant books on a topic in the library catalog
 - Library of Congress classification system for books
 - Use of table of contents and index
 - Differences in types of books (reference, fiction, non-fiction)
- Audiovisual Materials
 - Find by browsing and searching in the library catalog
 - Organization of audiovisual materials
- Magazines and Newspapers
 - Identify and locate in the collection.
 - Distinguish between a periodical and an article from a periodical.
 - Highlight the differences between magazines and newspapers.
- 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