

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

## Course Outline for NLIB 202

2

Effective: Spring 2020

### I. CATALOG DESCRIPTION: NLIB 202 — 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

-

	MIN
<b>Total Noncredit Hours:</b>	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.
- Locates 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