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## Course Outline for LIBR 8

### INTRO TO LIBRARY RESEARCH

Effective: Fall 2013

#### I. CATALOG DESCRIPTION:

LIBR 8 — INTRO TO LIBRARY RESEARCH — 2.00 units

Introduction to research techniques using college library resources. Teaches the skills needed to successfully find, evaluate, and document information in print, electronic, and Internet formats. Covers plagiarism, the ethical and legal aspects of information use, and the critical thinking skills necessary for successful college research.

2.00 Units Lecture

#### Grading Methods:

Letter or P/NP

#### Discipline:

	<u>MIN</u>
<b>Lecture Hours:</b>	36.00
<b>Total Hours:</b>	36.00

#### 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:**

1. Locate LPC Library homepage and identify Library homepage as a research tool, identify multi-disciplinary and subject specific databases, and identify useful Internet search tools;
2. Locate books, DVDs, and CDs utilizing the Library of Congress Classification System;
3. Contrast and compare databases to determine most appropriate resources for topic;
4. Use library catalog, general periodical and subject specific databases, and search engines and subject directories proficiently;
5. Contrast and compare Internet search tools to determine the most appropriate resource;
6. Formulate effective research strategies for locating information, print and audiovisual materials; magazine, journal, newspaper articles, poetry and literary criticism on a selected topic in LPC databases;
7. Distinguish between popular magazines and peer-reviewed journals;
8. Select and evaluate information from appropriate reference sources;
9. Evaluate articles using assessment techniques such as abstracts, controlled subject vocabulary, date, and relevancy rating;
10. Articulate and define criteria for evaluating a website;
11. Evaluate websites by examining reliability, validity, accuracy, authority, timeliness, and objectivity;
12. Demonstrate the ability to cite sources;
13. Explain ethical, social, and legal issues concerning plagiarism; and
14. Develop and modify effective search strategies on a chosen topic to compile a bibliography that is formatted in a standard citation style.

#### V. CONTENT:

- A. Library Layout
  1. Virtual 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 course 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. General and Subject Databases
  1. Introduction to general and subject databases on LPC Library homepage
  2. Research Applications
    - a. Uses, commonalities, and differences
    - b. Scope and coverage
  3. Search strategy
    - a. Articulate a problem, issue, or research question
    - b. Identify appropriate research terms
    - c. Develop and modify effective search strategies
  4. Search techniques
    - a. Use Help screens to discover search options for each database, including toolbars, basic and advanced search screens, refining search options
    - b. Use limiters and expanders, Boolean operators, truncation, wildcards, and proximity searching to narrow or broaden searches
    - c. Search by publication, subject terms, cited references, and images.
    - d. Recognize results list features, such as persistent link to searches, print/e-mail/save options, browsing cited references, detailed citation features, and HTML and PDF full-text features
- F. Popular Magazines and Peer-Reviewed Journals
  1. Differences between the two
  2. Limit search to scholarly or peer-reviewed journals
- G. Evaluation Criteria for Databases
  1. Determine appropriateness of publication to the topic
  2. Ascertain authority of author by looking at other articles on the topic
  3. Use of evaluation tools: abstracts, controlled subject vocabulary, date, relevancy rating.
- H. Internet Research
  1. Search engines and subject directories
  2. Search strategies and techniques
- I. Comparison of Library Resources with Internet Resources to Determine which is the Best Source of Information
- J. Evaluation Criteria for Web Sites
  1. Critically analyze reliability of content
  2. Evaluation techniques
    - a. Content, bias, appropriateness, currency, author's or organization's credentials
    - b. Type of page (personal, educational, nonprofit, commercial, government)
    - c. Why the information is published (inform, give facts or data, explain, persuade, sell; disclose, humorous, parody, etc.)
    - d. Documented scholarly content versus undocumented content
- K. Plagiarism
  1. Definition plagiarism
  2. Ethical, social, and legal issues
- L. Citation Style
  1. MLA, APA, and other citation formats
  2. Use of bibliographic citation composer
- M. Bibliography
  1. Functions
  2. Types (annotated, works cited, bibliography, reference list)

## VI. METHODS OF INSTRUCTION:

- A. Reading Assignments
- B. **Lecture** -
- C. Interactive tutorial
- D. Class discussions

## VII. TYPICAL ASSIGNMENTS:

A. Discussion 1. Compare and contrast the results from two search engines using the same search terms 2. Compare and contrast the features and functions of two subject directories (e.g., IPL2 and Yahoo Subject Directory) 3. Which general database would be better for researching local topics 4. Compare and contrast the differences and commonalities between Newspaper databases and Academic Search Complete on selected topics B. Demonstrate 1. Narrow a search using advanced search strategies 2. Show examples of effective search terms 3. Display a website, point out its various components, and introduce criteria for evaluating web resources 4. Demonstrate retrieval of relevant articles C. Written Assignments 1. Write citations for the selected articles 2. Prepare a bibliography on the assigned topic.

## VIII. EVALUATION:

### A. **Methods**

1. Exams/Tests
2. Quizzes
3. Projects
4. Class Participation
5. Class Work
6. Home Work
7. Other:
  - a. Methods
    1. Objective examinations and quizzes
    2. Analysis and evaluation of homework assignments
    3. Final Project
      - a. Select a topic
      - b. Create a search strategy
      - c. Find and evaluate sources
      - d. Create citations of sources

### B. **Frequency**

1. Frequency
  - a. Midterm and Final Examinations
  - b. Weekly quizzes
  - c. Weekly Homework Assignments
  - d. End-of-term Final Bibliography Project

IX. TYPICAL TEXTS:

1. LPC Library (2012). *User Guides and Tip Sheets*. : -.
2. Gibaldi, Joseph (2009). *MLA Handbook for Writers of Research Papers* (7th ed.). New York: The Modern Language Association of America.
3. - (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington D.C.: American Psychological Association.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Print card which can be purchased from the Bookstore, the Library, or the Computer Lab.