

LIBRARY 1**Introduction to Library and Information Resources
Monday and Wednesday ~ Library Demo Area, Tamarack Hall
October 5 - November 9****Fall 2009****1 unit****INSTRUCTOR: Brian Greene**Office in Tamarack 124, adjacent to Circulation Desk; phone: 588-5179; email: greeneb@yosemite.edu**STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course, each student will be able to:

- Use online catalogs to locate materials in various formats by author, title, and subject.
- Use online periodical databases to locate articles by subject, author or journal title.
- Use search tools to locate information on the Internet.
- Use multiple, context-dependent search strategies to locate reliable and relevant information.
- Use basic print and electronic reference tools.
- Critically evaluate information resources.
- Document sources used in correct MLA format.

METHODS OF INSTRUCTION:

- Lecture
- Student Presentations
- Computer demonstrations
- Hands-on application by students
- Small group problem solving
- Student research

STUDENT PREPARATION FOR CLASS: Anticipated 3 hours of outside preparation for each unit**ASSIGNMENTS:**

- Assignments can be downloaded from the class website:
http://columbia.yosemite.cc.ca.us/greeneb/library_1.htm
- All written assignments are due at the start of the next class after they are assigned. Assignments should be submitted electronically via email (greeneb@yosemite.edu) whenever possible.
- Late assignments will not be accepted except by prior arrangement.
- The lowest written assignment *and* presentation grades will not be counted.
- As this is a short (six- or seven-week) course, please contact me and/or the DSPS office immediately if you require special assistance for any part of this course.

SEMESTER PROJECT: Bibliography, or Works Cited List

Using the resources and tools explored in the course, develop a well-organized bibliography [list of works cited] of 14 items on a topic of your choice. Your bibliography must use correct MLA format and include *at least* 4 books, 3 Internet sources, 4 periodicals, 3 reference sources. In addition, explain in a brief annotation the value of each item. The books and Internet sources are due prior to the midterm, the rest prior to the final.

METHOD OF EVALUATING STUDENT PROGRESS:

Written assignments on each unit	35% [combined total of all exercises]
Oral presentations on each unit	35% [combined total of all exercises]
Midterm and Final exams	10% each [total 20%]
Semester project	10%

ATTENDANCE

Attendance at - and participation in - all class sessions is imperative for success in this course. Contact the instructor as soon as possible if you cannot attend class for any reason.

GRADING STANDARDS:

90-100%	= A	60-69%	= D
80-89%	= B	Below 60%	= F
70-79%	= C	Note: No Credit given for an overall grade of D or F	

TEXTS ON RESERVE FOR CLASS:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern Language Assn, 2003.
Mann, Thomas. *The Oxford Guide to Library Research*. 3rd ed. Oxford, New York: Oxford Univ. Press, 2005.

Note: Mann readings are optional.

<p>Unit 1: <i>Mann</i>, Chapters 2 & 5</p>	<p>Search Strategies & Techniques Nature of topic to be searched; Type of material sought</p> <p>Library Resources and Services; OPUS, The Online Catalog Library website as gateway OPUS, the online catalog Word or Phrase, Title, Author, Subject indexes; Keyword, and Browse searching; Brief and full records Power Search: limits, combined searching; e-Books Location, status of items, intra-District borrowing</p>
<p>Unit 2: <i>Mann</i>, Chapter 11</p>	<p>Catalogs of Other Libraries & Regional Networks Academic library catalogs; public library catalogs Interlibrary loan services California Library Catalog Other regional and statewide networks OCLC international bibliographic database</p>
<p>Unit 3: <i>Mann</i>, Chapter 1</p>	<p>Searching the World Wide Web Search engines, directories and metasearchers</p>
<p>Unit 4:</p>	<p>Evaluating Web Resources Authorship, Sponsorship and Biases</p>
<p>Unit 5: <i>MLA Handbook</i>, Ch. 5</p>	<p>Documenting Sources Tools: EasyBib; "Blue Sheet"; OWL online guide MLA Format Creating a bibliography of works cited; annotated bibliographies Plagiarism</p>
<p>EXAM:</p>	<p>MIDTERM EXAM - First half of Semester Project is due</p>
<p>Unit 6: <i>Mann</i>, Chapters 4 & 5</p>	<p>Periodical Databases: <i>Academic OneFile</i> Basic subject and keyword searching; Subdivisions of a major topic Analyzing and using search results; order of results Modifying the search: limit by date, publication type, peer-reviewed Journals, titles, full-text Advanced search: Boolean operators, descriptors, identifiers Printer-friendly format; Page description format (PDF)</p>
<p>Unit 7: <i>Mann</i>, Chapters 4 & 5</p>	<p>Periodical and Pro/Con Databases: <i>Wilson Web</i> and <i>CQ Researcher</i> Outline the same as for <i>InfoTrac</i></p>
<p>Unit 8: <i>Mann</i>, Chapters 4 & 5</p>	<p>Periodical Databases: <i>Lexis-Nexis Academic</i> and Newspaper Indexes Basic search and advanced search Newspaper web sites: search techniques Choice of databases Columbia College and 49-99 Union periodical lists: print and online Interlibrary loan and document delivery</p>
<p>Unit 9: <i>Mann</i>, Chapter 1</p>	<p>Reference Sources: Dictionaries, Thesauruses, Encyclopedias Print vs. Online resources: comparisons for thoroughness, Currency and convenience</p>
<p>Unit 10:</p>	<p>Reference Sources: Directories, Handbooks, Statistics, Miscellaneous Print vs. Online resources: comparisons for ease of use and access</p>
<p>Exam:</p>	<p>FINAL EXAM Remainder of Semester Project is due</p>