

Library 1: Introduction to Libraries & Information Resources

Syllabus

Section:

Class Dates: January 5 - February 3, 2015 (5 weeks)

Class Days: Mondays and Wednesdays

Class Hours: 12:45 PM - 2:45 PM

Class Meets: Room LL-102 (first floor of the Pacific Coast Campus Library)

Add / Drop Deadlines:

The last day to add this class with a permission number is January 6.

The last day to drop this class is January 28.

Course Overview

Instructor: David Goto

Email: dgoto@lbcc.edu

Telephone: (562) 938-3130

Office: LL-117

Office Hours:

Mondays, Wednesdays, and Thursdays in our classroom (LL-102) 11:00 AM-12:30 PM.

Tuesdays in the Multidisciplinary Student Success Center (EE-206) 11:00 AM-12:30 PM.

Required Textbook (Actually Optional For This Class!)

Research Strategies 5th Edition by William Badke

Two copies are available for 2-hour checkout (in-library use only) at the PCC Library Reserves under **Library 1** and **Goto**.

Course Description:

This course provides an introduction to the organization and resources of academic libraries including online catalogs, periodical indexes, print and electronic resources and the Internet. The course focuses on research strategies, selection and evaluation of information sources, citation elements in various formats, and creating bibliographies.

Course Objectives

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

- 1) Demonstrate knowledge of the organization of academic libraries and a variety of information resources and formats.
- 2) Demonstrate proficiency in the use of online catalogs, periodical indexes, electronic resources and an understanding of Web Search tools.
- 3) Develop effective research strategies, including identification of topics, selection of types of resources, and evaluation of information quality.
- 4) Critically select and evaluate information from various reference sources, be able to distinguish between popular and scholarly works and assesses the reliability and relevance of information found on the Web.
- 5) Identify the component parts and bibliographic elements of books and other library resources.
- 6) Compile a bibliography using a standard format style.

Course Requirements

Attendance:

This is a short-term class. If you are absent for more than one class session, you may be dropped from the class. Contact the instructor if you miss a class. Note: It is your responsibility to drop/withdraw from the class if you choose to stop attending.

Materials:

All materials for assignments and exercise will be handed out in class. Students should have a three-ring binder in which to file the printed material. We will use several worksheets each week. These must be handed in for participation credit.

The course website, accessible on the LBCC Library Libguide, contains handouts and supplemental resources.

- Just go to the LBCC Library homepage and click on **Research Guides**.
- Then type **Library 1 Winter Intercession** into the search box and then click the **Search** button.

Course Schedule:

Week One: Module One: Introduction to Libraries
 Module Two: Library Catalog
Week Two: Module Three: Databases
Week Three: Module Four: Reference Books
 Module Five: Online Reference
Week Four: Module Six: The Internet
 Module Seven: Research Methods
Week Five: Module Eight: Review Exercises

Assignments:

Each week you will work either individually or (occasionally) as a group on one or more exercises/activities in class. This is a learning-centered class with the emphasis on actively acquiring skills and using them effectively. To master most skills, repetition is required. Therefore, you will use the skills repeatedly and build on them throughout the semester.

If you are absent, you will miss the work and the credit for that class meeting. Therefore, plan to attend all sessions. If an absence is unavoidable, please see me for make-up work before the next class session.

Complete and hand in weekly homework assignments. Each assignment is due at the beginning of class on the Wednesday following the day it was assigned. Full credit is earned for correct and complete assignments. Assignments that are returned needing corrections or additional work are due the following Tuesday and cannot earn full credit. No assignments will be accepted after the last class meeting.

Final Examination:

The final examination will be based on everything we cover in class. The rest of your grade points will be from your class participation, assignments turned in (both take-home and in-class), and the final. See grading policy below.

Grading Policy:

Class attendance and participation:	150 points (5 weeks x 30 points per week)
Completed assignments:	175 points (7 assignments worth 25 points each)
Final examination:	125 points
In-class exercise:	50 points (in-class exercises & an extra section on one assignment)
Total possible points:	500 points

You will receive a letter grade for this class, and the breakup of the letter grades is as follows:

- A: Greater than 85%
- B: Greater than 70%
- C: Greater than 60%
- D: Greater than 50%
- F: Below 40%

Note: This is a short-term class so there is no mid-term examination.

Students with Disabilities

It is the policy of the Long Beach Community College District to provide a procedure for responding, in a timely manner, to accommodation request of students with disabilities involving academic adjustments. This policy is designed to provide a procedure for the review of academic requirements to ensure that such requirements do not discriminate against students with disabilities or have the effect of excluding students solely on the basis of disability.

Disabled Students Programs and Services (DSP & S): <http://dsps.lbcc.edu/>

Academic Honesty

The Long Beach Community College District maintains an environment in which academic honesty is expected; academic dishonesty, cheating, ad plagiarism are not tolerated.

Standard of Student Conduct (Student Affairs)

The following violations of College policy subject students to disciplinary action.

- A Willful disobedience to directions of college officials (including faculty) acting in the performance of their duties.
- B Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials.
- C Dishonesty, such as cheating, or knowingly furnishing false information to the college.
- D Forgery, alteration, or misuses of college documents, records, or identification.
- E Unauthorized entry to or use of college facilities.
- F Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
- G Theft of or damage to property belonging to the college, a member of the college community on campus or at a campus activity, or a visitor to the campus.
- H Disorderly, lewd, indecent, or obscene conduct.
- I Conduct which disrupts orderly operation of the college, or which disrupts educational activities of individual members of the college community including, but not limited to, the harassment of another member of the college community based on race, religion, national origin, gender, sexual orientation, or any other legally protected status.
- J Use, possession, distribution, or being under the influence of alcoholic beverages, illicit drugs or other controlled substances while on campus, or in connection with college activities.
- K Assault or battery, abuse, or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
- L Possession, while on the college campus or at a college sponsored function of any weapons (except by persons given permission by the Superintendent-President or members of law enforcement agencies, such as police officers acting in their capacities as officers).
- M Possession of any article, not usually designated as a weapon, when used to threaten bodily harm.
- N Misuse of any computer technology, including equipment, software, network or Internet access. This includes non-compliance with any policy, regulation, rule, or guideline developed by any segment of the college which relates to computer technology.

Campus Rules

The following campus rules must be adhered to at all times. Violations subject students to disciplinary action.

- 1 Smoking is prohibited in all buildings.
- 2 Eating and drinking is prohibited in all buildings except where food is sold, or is part of an approved and scheduled activity.
- 3 Gambling on the campus is prohibited. Gaming is restricted to the PCC Student Lounge and the LAC Nordi Lounge.
- 4 Animals, except for certified companion animals, are not allowed on campus.
- 5 Literature to be distributed must be approved in the Office of the Director of Student Life, Health & Psychological Services.
- 6 Children are not allowed on campus during school hours.
- 7 Unauthorized vehicles (vehicles without a parking permit) must use visitor parking or purchase a one-day parking permit.
- 8 Students are required to be fully attired including shirts or blouses, and foot gear.
- 9 Skate boarding, skating, and bike riding are prohibited on campus grounds.
- 10 The use of radios, electronic recording devices, tape or compact disc players without headphones is prohibited on campus except in connection with approved campus/classroom activities.
- 11 Electronic recording devices may not be used in classrooms without the permission of the instructor

Disciplinary Actions

Violations of the above Standards of Student Conduct and/or Campus Rules subject students to the following disciplinary actions. These actions may be imposed singly or in combination.

- 1 Warning
- 2 Reprimand
- 3 Probation
- 4 Social Suspension
- 5 Disciplinary Suspension
- 6 Expulsion