

COURSE OUTLINE

Library 190 Introduction to Basic Research Skills

I. Catalog Statement

Library 190 introduces students to the skills of basic researching, including the effective use of library resources and services. Students learn fundamental techniques for locating, evaluating, and organizing information to be used in research papers, as well as how to correctly format source citations. Topics covered include: information cycle and timeline; comparing, contrasting, and selecting library and open web resources; types and characteristics of information sources; effective information research planning; search techniques, evaluation criteria, citation formatting, and plagiarism.

Total Lecture Units: 1.0

Total Laboratory Units: 0.0

Total Course Units: 1.0

Total Lecture Hours: 16.0

Total Laboratory Hours: 0.0

Total Laboratory Hours To Be Arranged: 0.0

Total Faculty Contact Hours: 16.0

Recommended Prep: Eligibility for ENGL 120 or ESL 151

Note: Students completing Library 191, Library 190, and/or Library 101 will receive a maximum of two units of credit.

II. Course Entry Expectations

Prior to enrolling in the course, the student should be able to:

- identify and write a thesis, developmental and concluding sentences as well as short essay assignments (approximately 2-6 paragraphs in length);
- demonstrate an understanding of essay organization (introduction, body, conclusion);
- use evidence to support thesis;
- use a variety of sentence types;
- develop ideas, moving from general to specific;
- proofread, revise, evaluate, and edit own essays.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- define an information need and consult a research question;
- apply an effective search strategy to an information need;
- locate and retrieve information;
- recognize and apply evaluation criteria;
- review the research strategy;
- use proper citation style;
- organize, synthesize, and present information.

IV. Course Content

Total Faculty Contact Hours = 16.0

- A. Overview of Library Resources and Services **(3 hours)**
 1. Libraries and library collections, with emphasis on academic libraries
 2. Formats and types of information sources, including physical and virtual
 3. Organization of information
 4. Basic library terminology
- B. Research Process **(3 hours)**
 1. Use Reference Sources for background information on topic
 2. Research question and search plan
- C. Information Resources **(4 hours)**
 1. Information cycle
 2. Characteristics of information sources and determining appropriateness, purpose, and use for each:
 - a. Online library catalogs
 - b. Library subscription databases
 - c. Reliable web resources
 3. Characteristics of different types of sources, including:
 - a. General vs. specific sources
 - b. Popular vs. academic sources
 - c. Audience
 - d. Full-text vs. non-fulltext
 4. Search Techniques
 - a. Keyword selection and Boolean operators
 - b. Phrase searching
 - c. Subject searching
 - d. Field searching and delimiters
 - e. Domain searching
 5. Using call numbers, citations, and URLs to locate sources
- D. Evaluating Information **(3 hours)**
 1. Selecting appropriate resources and finding reliable sources
 2. Evaluation criteria
 3. Reviewing search results to refine search strategy and/or revise resource selection

- E. Ethical Use of Information (**3 hours**)
1. Reading a citation
 2. Identifying citation elements and citing sources using a citation style format
 3. Plagiarism vs. proper attribution

V. Methods of Instruction

The following methods of instruction may be used in the course:

- classroom discussions/lectures;
- demonstration;
- guided instruction and practice;
- hands-on exercises.

VI. Out of Class Assignments

The following out of class assignments may be used in the course:

- exercises and homework (e.g. exercises in placing a specific source in proper citation format; completing the steps of conducting a specific type of search);
- works-in-progress for instructor review (e.g. draft annotations);
- annotated bibliography (e.g. a bibliography of sources that includes brief summaries of how students found sources using specific techniques, and how the specific source will be used in her/his research project).

VII. Methods of Evaluation

The following methods of evaluation may be used in the course:

- instructor analysis and assessment of assignments listed above;
- problem-based, practical quizzes;
- formalized pre- and post-assessment tests.

VIII. Textbook(s)

Instructor-generated handouts, readings, and select electronic resources, tutorials, and open source textbook resources available through the web or library.

IX. Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:

- demonstrate an understanding of library resources and services in order to fulfill an information need;
- define a research strategy;
- use effective search techniques to locate sources;
- identify and use evaluation criteria;
- cite sources using proper citation format.