

A. Division: EDUCATIONAL AND STUDENT SERVICES Date: January, 1987

B. Department: LEARNING RESOURCES New Course: ☐

Revision of Course Information Form: ☒

Dated: February, 1978

C. LIB 111 D. SKILLS FOR COLLEGE LIBRARY RESEARCH 1½
Subject & Course No. Descriptive Title Semester Credits

F. Calendar Description:

In this seven-week course, students will be introduced to library use and basic research skills. Students will learn to access library resources through the catalogue and indexes, and to locate and use books, periodicals, newspapers, audio-visual materials and other library resources.

Summary of Revisions:
(Enter date and Section Revised)
e.g. 1982-08-25
Section C,E,F, and R.

1987-01

F, G, O,
P and R

G. Type of Instruction:		H. Course Prerequisites:
	Hours Per Week / Per Semester	None
Lecture	<u>1</u> Hrs.	I. Course Corequisites:
Laboratory	<u>2</u> Hrs.	
Seminar	<u>1</u> Hrs.	None
Clinical Experience	_____ Hrs.	J. Courses for which this Course is a Pre-requisite:
Field Experience	_____ Hrs.	
Practicum	_____ Hrs.	LIB 113
Shop	_____ Hrs.	K. Maximum Class Size:
Studio	_____ Hrs.	
Student Directed Learning	_____ Hrs.	25
Other (Specify)	_____ Hrs.	
Total	<u>4</u> Hrs/week	
L. College Credit Transfer	<input type="checkbox"/>	M. Transfer Credit: Requested <input type="checkbox"/>
College Credit Non-Transfer	<input type="checkbox"/>	Granted <input type="checkbox"/>
Non-Credit	<input type="checkbox"/>	(Specify Course Equivalents or Unassigned Credit as Appropriate)
		U.B.C.
		S.F.U.
		U. Vic.
		Other
		Nil

Debra Rowan

Course Designer(s)

[Signature]

Director / Chairperson

M. Dellamattia

Divisional Dean

P. H. Doyne

Registrar

N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):

Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content;
Q. Method of Instruction; R. Course Evaluation

O. COURSE OBJECTIVES:

The student will be able to:

1. Locate print and audio-visual materials in the library.
2. Research topics through the use of the microfiche catalogue, periodical indexes and abstracting services, film and video catalogues, etc.
3. Develop a research methodology using Douglas College library and other sources.

P. COURSE CONTENT:

1. Introduction:

- 1.1 Microfiche catalogue
- 1.2 General library resources

2. Cataloguing:

- 2.1 Library of Congress and Dewey Decimal classification systems
- 2.2 Subject headings, particularly Library of Congress.

3. Periodical Literature:

- 3.1 Periodicals
- 3.2 Newspapers

P. COURSE CONTENT (Cont'd)**4. Indexes and Abstracting Services:**

- 4.1 Indexes
- 4.2 Abstracting Services

5. Research Project Mechanics:

- 5.1 Term paper outline
- 5.2 Footnotes and bibliographies

6. Reference Materials:

- encyclopedias;
- maps;
- gazeteers;
- dictionaries, etc.

7. Other Resources:

- 7.1 Audio-visual resources and hardware
- 7.2 Pamphlets and government publications
- 7.3 Other libraries
- 7.4 Computerized databases.

Q. METHOD OF INSTRUCTION:

Lectures, in-class labs and discussion groups.

R. COURSE EVALUATION:

Students are evaluated on the basis of attendance, library labs, tests, participation in class discussion and a final project.

Evaluation Requirements:

Library labs and discussion	30%
Quizzes	10%
Assignments	30%
Library project	<u>30%</u>
	100%