Douglas College

A.	Division:	Educational Services		Effective Date:		September 2004

B.	Department / Program Area:	Learning Resources		Revision	X	New Course

If Revision, Section(s) Revised:
Date of Previous Revision: January 1987
Date of Current Revision: March 2004

C:	LIBR 1111	**D**: Foundations of Information Literacy	**E:**	1.5
	Subject & Course No.	Descriptive Title	Semester Credits	

F: Calendar Description:
This course provides an overview of the information literacy and research skills required to succeed in college and university. Through lectures, hands-on labs and other methods students learn how to identify, locate, evaluate, and cite useful research material within and beyond the Douglas College Library system. Emphasis is on the effective use of the Library's print and electronic resources, including library catalogues, periodical index databases, and the Web. Most importantly, students learn how to develop effective and efficient strategies for conducting college-level term paper research.

G: Allocation of Contact Hours to Type of Instruction / Learning Settings
4 hours/week for 7 weeks

Primary Methods of Instructional Delivery and/or Learning Settings:
Lecture: 2 hours/week; Lab: 2 hours/week

Number of Contact Hours: (per week / semester for each descriptor)

Lecture: 2 hrs/week
Lab: 2 hrs/week

Number of Weeks per Semester:
weeks 7-14 of the Fall semester

H: Course Prerequisites:
Basic computer skills.

I: Course Corequisites:

J: Course for which this Course is a Prerequisite

LIBR 1113

K: Maximum Class Size:

20 (dictated by number of computer workstations in ELF)

L: PLEASE INDICATE**:**

	Non-Credit
X	College Credit Non-Transfer
	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives / Learning Outcomes
The student will be able to:
1. Describe the information services available via the Douglas College Library
2. Compare and contrast different search methodologies and develop appropriate search strategies
3. Locate appropriate and useful information in a variety of formats and from a variety of print and electronic sources
4. Evaluate the reliability and suitability of information obtained
5. Document retrieved information in an academically acceptable format
6.

N: Course Content:
1. Course Overview and Introduction
   a. Student goals and objectives
   b. Computer basics
   c. Pre-test
   d. What is information?
2. Using Libraries (Why bricks and mortar still matter)
   a. Libraries and their clientele (when to use academic, public, special libraries)
   b. General overview of library services (circulation, reference, serials, audio/visual, Internet and remote access)
   c. Tour of the Douglas College Library
3. Developing a Plan
   a. Recognizing when information is needed (how to pick a topic)
   b. Deciding where to start (what kind of information is needed – scholarly/popular; current/historic; primary/secondary, etc.)
   c. Deciding where to look (what search tools to use)
   d. Creating a research template
4. Basic Search Methods
   a. How information is organized for retrieval – introducing the concepts of classification and indexing
   b. Controlled vocabulary searching
   c. Keyword/free text searching
   d. Boolean searching
   e. Selecting search terms and strategies
   f. Other ways to find information
5. Searching Library Catalogues
   a. How library catalogues work
   b. What library catalogues contain
   c. Basic and advanced searching of the DC Library Catalogue
   d. Interpreting Library of Congress Call Numbers
   e. Searching other library catalogues
6. Finding and Using Information in Books
   a. Using the table of contents, index, preface, etc. to locate information
   b. Finding information in general reference books (encyclopedias, atlases, almanacs, etc.)
   c. Finding information in specialized reference books (introduction to biographical, statistical, legal and medical reference books)
   d. Selecting and evaluating information published in books
   e. Citing information found in books
7. Searching Periodical Indexes
   a. Purpose and history of periodical indexes
   b. Types of periodical index databases
   c. Basic and advanced searching of a selection of Douglas College Library periodical index databases
8. Finding and Using Information in Periodical Articles
   a. Selecting and evaluating information found in periodicals and newspapers
   b. Citing information found in print and online periodicals and newspapers

9. Searching for Information on the Web
    a. Overview of Internet – how it works and basic terminology
    b. Types of information resources on the Web
    c. Web search strategies and tools (subject directories, keyword search engines, metasearch engines)
10. Finding and Using Information From the Web
    a. Selecting and evaluating information found on websites
    b. Citing information found on websites
11. Specialized Reference Databases and Websites
    a. An introduction to the information sources found on the Douglas College Library's Resources by Subject and Electronic Reference web pages

O: Methods of Instruction - Lectures, labs, group discussions (face-to-face on online), field trips
Lectures, labs, group discussions (face-to-face or online) of required readings, field trips

P: Textbooks and Materials to be Purchased by Students - none

Q: Means of Assessment
Students are evaluated based on attendance, homework assignments, in-class labs, participation in group discussions, and completion of a final project.
  Attendance: 10%
  Participation in Discussions: 10%
  Homework Assignments: 20%
  In-class Labs: 20%
  Final Project: 40%

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR – N/A
This course is open to PLA assessment and recognition.

Course Designer(s)   Eduation Council / Curriculum Committee Representative

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Dean / Director   Registrar