

COURSE INFORMATION

DEPARTMENT LIBRARY DATE MARCH 16/78

SD - 113 BASIC REFERENCE SKILLS 1 1/2
 NAME & NUMBER OF COURSE DESCRIPTIVE TITLE SEMESTER HOURS CREDIT

CATALOGUE DESCRIPTION: The course will present basic reference sources and attempt to develop efficient searching methods. It will be particularly useful for library workers, students, businessmen and others who deal regularly with informational questions.

COURSE PREREQUISITES: NONE

COURSE COREQUISITES: NONE

HOURS PER WEEK FOR EACH STUDENT.	LECTURE	2 HRS.	FIELD EXPERIENCE	
	LABORATORY	1 HRS.		STUDENT DIRECTED LEARNING
	SEMINAR		OTHER (SPECIFY)	
			7 WEEKS	TOTAL 4

COLLEGE CREDIT TRANSFER COLLEGE CREDIT NON-TRANSFER NON-CREDIT

TRANSFER INFORMATION
 EQUIVALENT COURSES
 UBC
 SFU
 OTHER

UNASSIGNED CREDIT
 (specify if unassigned within a discipline or a faculty)
 Unassigned

MacDonald
 COURSE DESIGNER

D. Will
 DEPARTMENT HEAD

Will
 DEAN OF CURRICULUM AND INSTRUCTION

Georgette
 PRINCIPAL

NAME AND NUMBER OF COURSE

COURSES FOR WHICH THIS
IS A PREREQUISITE:

NONE

RELATED COURSES:

SD - 112 Basic Library Skills
SD - 111 Skills for College Library Research

TEXTBOOKS, REFERENCES, MATERIALS (LIST READING RESOURCES ELSEWHERE)

Gates, Jean Key. Guide to the use of books and libraries. 3d ed.
New York, McGraw Hill, 1974. paperback. \$4.50. (1978)

COURSE OBJECTIVES, CONTENT, METHOD, EVALUATION:

COURSE OBJECTIVES:

The student will learn to identify the best source in which to find the answer to particular requests or questions. He will become familiar with the various types of reference works and specific titles in each subject. Thus, the student will be able to find research materials in any given subject area. These materials may be in a variety of forms but the student will know of their existence, how to locate them, and how to compile a bibliography listing these materials in the given subject. Ultimately, the student will have developed proficiency in searching method.

CONTENT:

1. The Reference Interview
 - Search strategy
 - Multiple skills
 - Basic reference titles
2. Quick Reference Sources
 - Dictionaries
 - Directories
 - Almanacs & yearbooks
 - Handbooks
 - Encyclopedias
3. Trade and National Publishing
 - Bibliographic control
 - Types of books
 - Periodicals
 - Newspapers
 - Government documents
4. Library Access Tools
 - Card catalogue
 - Periodical indexes
 - Abstract journals
 - Bibliographies

5. Reference Materials - Who, When?
 - Biographical reference sources
 - Current reference sources

6. Reference Materials - Where, How?
 - Atlases
 - Gazetteers
 - Maps
 - periodicals
 - "How to" materials

7. Reference Materials - What, Why?
 - Social services - government
 - Medical
 - Legal

METHOD:

As each type of reference source is discussed, it will be examined and used to answer specific questions. As each subject area is discussed, a variety of appropriate reference sources will be examined to see how they can be used to do research in the subject. For every weekly two-hour lecture as described above, there will be a two-hour laboratory session in which the class will use the collection of the Douglas College Library to answer assigned reference questions. There will also be assigned readings from the textbook.

EVALUATION:

Sample reference questions will be given to the students in conjunction with each unit. In answering these, the student will be required to make use of the various types of reference works in the Douglas College library as well as specific titles. Students must also be prepared to answer specific questions in the classroom situation. Students will also be evaluated on the basis of library exercises, tests, participation in class discussions, and a final library project.

Library exercises, tests	50%
Participation	20%
Library project	30%