

***Introduction to Research in the Library - SYLLABUS***  
***Library Skills (LIBR 4)***

Fall Semester 2009

.5 Transferable Unit - Credit/No Credit

CRN# 21970

This course is designed to develop your ability to use the key print and audiovisual resources of the Las Positas College Library and *will take two 3 ½ hours classes in the library's instructional lab plus a two-hour meeting with a librarian to complete the week of September 28.*

Your instructor of record is **Tina Inzerilla**. Sessions led by Tina Inzerilla and Charlotte Bagby. Any reference librarian will also be glad to help you. Call 925.424.1150 or email [tinzerilla@laspositascollege.edu](mailto:tinzerilla@laspositascollege.edu) with any questions.

**Office Hours:** 10:00 a.m.-4:00 p.m., Monday-Thursday 9:00 a.m.-2:00 p.m., Friday, in the Library

**Library Hours:** 8:00 a.m.-8:00 p.m., Monday-Thursday 8:00 a.m.-2:00 p.m., Friday  
10:00 a.m.-2:00 p.m., Saturday The Library is not open on Sundays.

**Textbook:** Links to Introduction to Library Research are available online at the Research Skills Workshops webpage <http://www.laspositascollege.edu/library/IntroResearchSkills.php>

**Dates to Know:** Last day for NGR: 9/18/09 Last day for W: 9/25/09

**Supplies:** Discount GoPrint cards to print from library computers are available at the Bookstore  
Student I.D. card

**Course Description:**

Introduction to research techniques in a college library using print and audiovisual materials. Students will learn the use of the library catalog, organization of materials in the library, use of reference materials, evaluation techniques, and MLA / APA citation formats for books, audiovisuals, and print periodicals.

**Course Requirements and Student Responsibilities:**

1. Attendance is mandatory. **No make-up days will be allowed.**
2. Students must be willing to do independent and group projects.
3. Students will complete and turn in hands-on exercises at the end of each class.
4. You will receive credit for your work after you have successfully completed the hands-on exercises, the final project, and met with a librarian for two hours.

**Course Objectives:**

Upon completion of this course students should be able to:

1. Locate and use services and materials of the Las Positas College Library, including the Library of Congress classification system.
2. Use appropriate subject encyclopedias and dictionaries to find overviews of topics.
3. Find books and nonprint items in the online catalog by author, title, keyword, or subject.
4. Select appropriate reference sources to locate background information on a specific topic.
5. Research a given topic and select appropriate print and audiovisual resources.
6. Document sources by creating a works-cited list based on APA and MLA guidelines in NoodleBib, a citation-generating tool. **Citing your sources helps you avoid plagiarism by giving credit to the sources you used.** Read the *LPC Academic Honesty Statement* for more detail <<http://www.laspositascollege.edu/facultystaff/honesty.php>>.

## Student Learning Outcomes:

Student Learning Outcomes (SLOs) are statements describing knowledge, skills, abilities, and attitudes that a student will be able to demonstrate at the end (or as a result) of his or her completion of a particular assignment, course, or program.

1. Students will develop and refine search strategies to locate eight appropriate information sources using the library catalog for an approved topic.
2. Students will create MLA and APA bibliographies from the appropriate information sources.

## Classroom Behavior:

Cellular phones, pagers, iPods, CD/DVD players, and any other noise-producing device (with or without earphones) must be turned OFF during class.

1. You must arrive on time and stay until the class is over. Students who arrive late or leave early more than 1 time will have their final project score cut by 10 points.
2. Students may not eat or drink in class. A 20-minute break will be given.
3. Students are not to engage in disruptive chitchat with others or sleep in class.
4. At the beginning of the workshop, seating is on a first come, first served basis. However, the instructor reserves the right to make specific seat assignments as necessary.

## Student Rights and Responsibilities:

1. Students have the right to be treated in a courteous, professional, and appropriate manner by faculty, staff, and other students. Students are also expected to behave and interact with others in a courteous, professional, and appropriate manner inside and outside of the classroom. Intimidation, threats, and demeaning/derogatory language or behaviors are unacceptable.
2. The following issues are inappropriate at Las Positas College and will not be tolerated: plagiarism (including copying words or ideas from other students, or allowing his or her personal effort to be used by others); sexual harassment; harassment for any other illegal reason (i.e., race, religion, gender, age, ethnicity, etc.); discrimination; creating a hostile or demeaning atmosphere; threats of violence or intimidation and any other violations of the school's honor code, the educational process, and the school's general policies. Students with concerns in these areas, or others, may speak with their professor, or contact Student Services. For additional information, contact Dr. Amber Machamer, Director of Research and Planning, at 925.424.1027.

## Grading:

Day 1 Exercises	40
Day 2 Exercises	40
Class Participation	20
Final Project/Exam	150

To receive a grade of CREDIT students must have 185 points.

**NOTE: STUDENTS WHO DO NOT COMPLETE THE COURSE BY OCTOBER 7 WILL RECEIVE A NO-CREDIT GRADE.**

## Deadline Calendar

**ATTENDANCE FOR BOTH CLASSES IS REQUIRED FOR CREDIT.**

### Week 1

Friday 9/18 Exercises 1-8

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### Week 2

Friday 9/25 Exercises 9-13

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**Finish by October 7 – Final Project:** Creation of bibliography containing 8 sources on a topic approved in class.