

Library Instruction 2  
An Introduction to the Academic Library  
Course Syllabus

Hartnell College Library  
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Prepared by Peggy Mayfield, Faculty Librarian  
Fall 2007

**Instructors/Librarians:** For this class you will be working with the faculty librarians in the reference department of the Hartnell College Library. All of the reference librarians work with LIB 2 students and assist with teaching this class. Because the library is open 60 hours per week, you may work with the same or different librarians depending on when you work on your assignments.

*Hartnell College Reference Librarians:*

Bill Rawson (Instructor of record for fall & spring semesters)

Laura Berger

Gloria Curtis

Thu Duong

Jennifer Lagier

Rosalinda McNamara

Linda Plummer

Rita Yribar

Peggy Mayfield (Instructor of record for summer session)

**Library and Reference Hours**

The library's hours during the spring semester are:

Monday-Thursday, 8:00 am-9:00 pm

Friday, 8:00 am-4:00 pm

Saturday, 10:00am-2:00pm

Closed weekends.

A reference librarian is usually available during the library's open hours.

*Telephone:* 831.755-6078, Reference Desk

*Email:* hartnell\_ref\_librarian@yahoo.com

## ***Welcome to Library Instruction 2!***

Welcome to LIB 2, An Introduction to Using the Academic Library. The Hartnell College reference librarians hope that you will enjoy this class, and that it will open your eyes to the wealth and variety of resources available to you as a Hartnell College student. We hope that the skills and information gained in this course will be useful to you in your classes at Hartnell, and in future academic endeavors.

Since this is a self-paced class, you have the unique opportunity to create your own class schedule. Successful students work at this class weekly, and on a regular basis. All class assignments are available on the library's web site (<http://www.hartnell.cc.ca.us/library/>). The reference librarians here at Hartnell are committed to guiding and assisting you throughout this class. Don't hesitate to ask questions!

As you progress through your college classes you will discover that you are expected to research topics for speeches, essays, and research papers. Your instructors may assume that you are familiar with a variety of research resources, that you know how to use these resources, and that you can cite them correctly in a specified publication style. They may expect that you are an experienced user of the Internet and they may tell you to go to the library and search the EBSCOhost and ProQuest databases. If you haven't written a research paper before, or if your research skills are limited, this class will help you gain the necessary research skills to succeed in your college classes. You will learn about both print reference tools and electronic resources, and you will gain hands-on experience using these tools.

We look forward to working with you, and we wish you the best of luck as you begin this class.

Sincerely,

***Hartnell College Reference Librarians***

**Purpose of the Course:** This is a one-unit, self-paced course designed to introduce you to a wide variety of library resources, help you develop effective and efficient library research skills, and assist with successful completion of Hartnell class assignments.

**Course Description:** This class begins assuming that you are totally new to the college library environment. You will complete a walking tour around the library, looking at the different service desks, browsing through the periodicals, reading signs, opening microform cabinets, and looking at the library's web page on the computers in the reference lab. This class will introduce you to searching in the library's online catalog and in magazine and newspaper databases, such as EBSCOhost MasterFILE Premier and ProQuest National Newspapers. Discipline specific reference tools in the sciences, humanities, social sciences, technology, health and business will be explored. Two lessons focus on bibliographic style, and you will create a bibliography on a topic of your choice using MLA citation style.

**Resources & Readings:** From the library's web page you may access the lessons and many materials for this class  
[http://www.hartnell.edu/library/library\\_workbook.html](http://www.hartnell.edu/library/library_workbook.html).

Additional readings may be assigned. The following recommended books are on reserve at the library's circulation desk:

Collins, Donald E. et al. *Libraries and Research: A Practical Approach*. Dubuque:

Kendall/Hunt, 1994. (On Reserve Z710 .C58 1994)

Quaratiello, Arlene Rodda. *The College Student's Research Companion*. New

York: Neal Schuman, 2003. (On Reserve Z710 .Q37 2003)

Sherman, Chris and Gary Price. *The Invisible Web: Uncovering Information*

*Sources Search Engines Can't See*. Medford: CyberAge Books,

Information Today, 2001. (On Reserve ZA4450 .S54 2001)

**Course Calendar:** One of the unique aspects of this class is that you will be able to determine your own schedule for this class. During the class orientation you will meet one on one with an instructor/librarian. Together with the librarian you will look at the semester calendar and construct a schedule of dates when class assignments will be due. Because this is a self-paced class, each student works at his or her own pace. We recommend that you allow three to four hours per week to complete each assignment. Some students will find that they can

complete the lessons in much less time. Do not assume that all the lessons will be easy. Most students find lessons 7-10 quite challenging and time consuming.

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Orientation
Notes:	

<b>Date Due</b>	<b>Class Topic &amp; Activity</b>
	Walking & Web Tour: <ul style="list-style-type: none"> <li>• Self-guided walking tour of the library and the library's web page.</li> </ul>
<b>Goal:</b> You will identify and locate materials in different areas of the library and on the library's web page.	

<b>Date Due</b>	<b>Class Topic &amp; Activity</b>
	Lesson 1: <ul style="list-style-type: none"> <li>• Hartnell College Library: an introduction to its mission, history, collections (periodicals, reference books, microforms, reserve materials, special collections, electronic resources, etc.), services, policies, personnel, and classification system.</li> <li>• Select a theme topic that you will use throughout the class.</li> </ul>
<b>Goal:</b> You will learn about the Hartnell College Library and be able to describe collections, services, policies, and the classification system used.	

<b>Date Due</b>	<b>Class Topic &amp; Activity</b>
	Lesson 2: <ul style="list-style-type: none"> <li>• Library of Congress Classification System: what it is and how to use it.</li> </ul>
<b>Goal:</b> You will use the LC Classification System and locate books on the shelves of the library.	

<b>Date Due</b>	<b>Class Topic &amp; Activity</b>
	Lesson 3: <ul style="list-style-type: none"> <li>• Online catalog</li> </ul>
<b>Goal:</b> You will search the online catalog, interpret retrieved information, and locate books, media and reserve items in the library.	

<b>Date Due</b>	<b>Class Topic &amp; Activity</b>
	Lesson 4: <ul style="list-style-type: none"> <li>• Periodicals: locating articles published in print and electronic magazines, journals and newspapers.</li> </ul>
<b>Goal:</b> You will select and search print and electronic periodical databases; you will interpret and evaluate the retrieved information.	

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Lesson 5: <ul style="list-style-type: none"> <li>• Bibliographic formats: citing print and electronic information for research papers.</li> </ul>
<b>Goal:</b> You will create bibliographic entries for a variety of sources—books, periodical articles, essays, electronic resources, and web pages--applying the MLA format.	

<b>Date Due</b>	<b>Class Topic &amp; Activity</b>
	Conference
<b>Notes:</b>	

<b>Date Due</b>	<b>Class Topic &amp; Activity</b>
	Lesson 6: <ul style="list-style-type: none"> <li>• Your theme bibliography</li> </ul>
<b>Goal:</b> You will create a bibliography on the topic of your choice using MLA format.	

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Conference:
<b>Notes:</b>	

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Lesson 7: Student's choice, Lessons A-K on the library's web site or from the course binder on reserve  Lesson selected: _____

**Goal:** You will identify and evaluate appropriate information sources in specific disciplines. You will research and interpret information in a variety of reference sources.

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Lesson 8: <ul style="list-style-type: none"><li>• Student's choice, Lessons A-K on the library's web site or from the course binder on reserve</li></ul> Lesson selected: _____

**Goal:** You will identify and evaluate appropriate information sources in specific disciplines. You will research and interpret information in a variety of reference sources.

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Lesson 9: <ul style="list-style-type: none"><li>• Student's choice, Lessons A-K on the library's web site or from the course binder on reserve</li></ul> Lesson selected: _____

**Goal:** You will identify and evaluate appropriate information sources in specific disciplines. You will research and interpret information in a variety of reference sources.

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Lesson 10: <ul style="list-style-type: none"><li>• Student's choice, Lessons A-K on the library's web site or from the course binder on reserve</li></ul> Lesson selected: _____

**Goal:** You will identify and evaluate appropriate information sources in specific disciplines. You will research and interpret information in a variety of reference sources.

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Conference
<b>Notes:</b>	

<b>Date</b>	<b>Class Topic &amp; Activity</b>
	Final Exam
<b><i>Congratulations! You made it!</i></b>	

**Course Requirements:** This self-paced class consists of 10 lessons. Lessons 1-6 are required of all students. For lessons 7-10, students select four lessons (labeled A, B, C, etc.) from the LIB 2 binder on reserve at the circulation desk, or posted on the library's web page. After completing each lesson, you will turn in the answer sheet to a reference librarian. Supplemental readings may be assigned and a comprehensive final is required. An orientation and three conferences with a reference librarian are also required. In addition, you will record all your class hours in a log that is kept at the reference desk. This one-unit class requires a minimum of 48 hours. You will need to record at least this much time to receive class credit.

To get started with LIB 2, schedule an appointment with a reference librarian (831.759.6078) for the mandatory orientation. During the orientation the librarian will explain how the class operates and answer any questions you may have. Since this course is self-paced, there are no formal class meetings. In the orientation, the reference librarian and you will set up a schedule for when assignments will be due. You will meet with a reference librarian for three more conferences throughout the class to discuss the lessons, answer questions, and review your progress.

**Evaluation & Grading Procedures:** Each assignment is worth a set amount of points. Below are the point values assigned to each lesson.

Assignments	Points
Walking Tour	21
Lesson 1	36
Lesson 2	25
Lesson 3	50
Lesson 4	46
Lesson 5	38
Lesson 6	50
Lesson 7-10	Points vary from 44-76 per lesson
Final	50
Maximum Total Points Possible	519-580

- If lessons are late, **points may be deducted.** You may change your schedule by speaking with the reference librarian before your assignments are due. If you fall three weeks behind schedule, you may be dropped from the course—so keep in touch!
- You may re-do lessons to improve your grade.
- You may work with another LIB2 student in completing any of your lessons. However, you must turn in your lessons separately in your own handwriting. You may not work with anyone else during the final exam.
- The reference librarians will report back to you on assignments submitted. Notes providing feedback will be attached to your timecard at the reference desk.
- You must complete all 10 course lessons to achieve a grade higher than “F.”
- All lessons must be completed and turned in by the first day of finals week. Lessons will not be accepted after this date, and the class grade will be determined based on work completed.
- You must take the required comprehensive final. The final is a review of information and resources covered in the course. It will be short answer, multiple choice, and you may use your notes.
- The final grade will be based on the total amount of points earned.

Grade	Points
A	500 and above
B	450-499
C	400-449
D	350-399
F	0-349

- If you do not complete all 10 lessons by the semester deadline, and if you want a grade of “Incomplete,” see a reference librarian by the first day of finals week.
- Even though there are no formal class meetings, you can receive help with the lessons from the reference librarians. Please let us know if you have questions or suggestions for this course.

**How to Use this Syllabus:** This syllabus is intended to provide a framework for this course. Keep it with you as you work on this class, and refer to it often. During your orientation you will record the dates that each lesson is due on the “Course Calendar.” You may also write down notes from your conferences in the space provided on the calendar.

**Hints for Success in this Course:**

- Schedule specific days and times to work on this class.
- Don't let lessons slide and get behind. If you are sick or have a family emergency, discuss it with a reference librarian and ask to adjust your schedule.
- If you do poorly on one lesson, don't get discouraged. Ask the reference librarian if you should re-do the lesson or continue on with the next lesson.
- The reference librarians want this class to be a positive learning experience for you, and they want you to succeed. Keep in touch with them. Read all the notes they leave for you and ask questions if you don't understand.