



## **Library Instruction 2**

### **An Introduction to the Academic Library and Information Competency**

#### **Course Description**

LIB 2 is a one-unit, self-paced course that introduces students to the college library and focuses on building and developing information competency skills to ensure student success in college and lifelong learning.

Subjects covered include searching techniques in online catalogs and databases, how to select the most appropriate research tool and database, how to interpret bibliographic information, finding information on the Internet using search engines, evaluating web sites, creating bibliographic citations, and using information legally and ethically.

LIB 2 uses the eCollege course management system so students will need access to a computer and the Internet as well as some basic computer skills to participate in the course. Students without off-campus access to technology may use the library and open lab computers. Library hours are subject to change, so check the library's website <http://www.hartnell.edu/library> for current information.

In LIB 2 students will practice "netiquette" so that the online classroom is a respectful space where everyone's opinions are valued. More information about netiquette is available at *The Core Rules of Netiquette* at <http://www.albion.com/netiquette/corerules.html>.

This class is a self-paced course rather than an online course, but because

the eCollege course management system is used, it is wise to take the eCollege online tutorial located at <http://www.hartnell.org/index.learn?action=quiz>.

Students who are successful at self-paced and online learning log on to their courses on a regular basis several times a week. Since this is a one-unit, self-paced course, it is expected that you will spend a total of 48 hours working on this course. If you are enrolled in LIB 2 during summer session, this equals 8 hours per week. If you are a proficient reader, an experienced library user, and have good technology skills, you may be able to complete the course assignments and modules in less time. The course consists of six modules and during the summer session it is recommended that students complete one module each week. Each module includes a mini-lecture, readings, tutorials, a discussion board, and assignments. The class final is an open book exam that must be taken in person (not online).

### **Advisories**

This is a college level course, so college level reading and writing skills are expected. Students also need basic computer skills for operating a word processing program, an email address, and the ability to send attachments and files through the Internet.

### **Class Modules**

Module	Subject
1	Introduction, course overview, & orientation to the library
2	Online catalogs, periodicals, & peer-reviewed journals
3	Online databases
4	Internet research & evaluating information
5	Bibliographic citations & research topic selection
6	Ethical use of information

### **Course Learning Objectives**

Upon satisfactory completion of the course, students will be able to:

1. define and articulate the scope and level of information needed for specific information needs;
2. identify and locate available materials and services;

3. select appropriate information sources for specific information needs;
4. construct effective and efficient searches using the available information tools to retrieve relevant information and interpret the retrieved information;
5. critically evaluate sources for quality, and relevancy of information;
6. organize information for effective use;
7. cite information using the Modern Language Association (MLA) bibliographic style;
8. explain and discuss ethical and legal issues surrounding information and information technology.

### **Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

1. utilize available resources in a variety of formats to retrieve and evaluate information.
2. cite and arrange information correctly in a standard bibliographic format.

### **Course Requirements**

- Email address;
- Internet access; students without off-campus access to technology will be able to use the library and open computer lab computers to complete their assignments;
- System requirements: Internet access via a web browser (for example, Internet Explorer or Mozilla Firefox), 64 MB RAM, 20 MB free hard disc space, PC with Pentium processor or Macintosh with OS 8 or higher.
- Printed textbook: Purchase is currently optional; some copies are available in the college bookstore. Readings are required and several copies of the text are **on reserve** in the college library.  
**Textbook:** Quaratiello, Arlene R. *The College Student's Research Companion*. 5<sup>th</sup> ed. New York: Neal Schuman, 2011 (Z 710 .Q37 2011)

### **Evaluation & Grading**

This course consists of 6 modules. Each module is worth a specific amount of points. Listed below are the most current point values assigned to each module—as assignments are updated and revised these may also change.

Module	Points
1	19
2	47
3	34
4	34
5	30
6	39
Final Exam	25
Total Points Possible	228

The final grade will be based on the total amount of points earned.

Grade	Points
A	205-228
B	182-204
C	160-181
D	137-159
F	0-136

### **Hints for Success in this Course**

Schedule specific days and times to work on this class.

Do not put off assignments and get behind. If you are sick or have a family emergency, email or call the librarian(s).

If you do poorly on one assignment, do not get discouraged. Discuss your concerns with a librarian.

*The Hartnell College librarians want this course to be a positive learning experience. Student success is very important to us, so please keep in touch and let the librarians know if you need assistance.*