

LIB101: INTRODUCTION TO THE LIBRARY

<i>Instructors</i>	<i>Phone</i>	<i>E-mail</i>	<i>Office</i>	<i>Hours</i>
Barbara Jenkins	346-1925	jenkins@oregon	142B Knight Library	By appt
Heather Ward	346-3047	hward@oregon	142 Knight Library	By appt

Class Meets

Sept. 29 - Oct. 29 (*Note: this is a 5-week course*)
Tuesday & Thursday
10:00-10:50 am
Electronic Classroom - Knight Library Room 144

Course Overview

This course is intended to provide a basic level of familiarity and comfort in using common library resources to find information. Resources include library catalogs, periodical indexes, electronic resources, government documents and special collections. Specific goals and objectives include the following: Students will learn how the library works--they will be able to find an article when they have a citation and they will feel comfortable asking questions. Students will learn how to do research--analyze their topics, develop a search strategy, and evaluate information and information sources. Finally, they will learn how to prepare a bibliography using an established style to format their bibliographic citations.

Course Materials

Assignments will be distributed weekly in class. These will include reading assignments from the following Web site:

Using the University of Oregon Library System
<http://libweb.uoregon.edu/instruct/publications.html>

Grading Options

LIB 101 is a 1-credit course. Students may choose to receive a letter grade or pass/no pass. As stated in the UO Bulletin, those selecting the pass/no pass option must earn the equivalent of a C- or better in order to receive credit.

Grading

Points earned for participation/attendance, assignments, quizzes, and the final project will count towards the final grade in the following percentages.

Participation	20%
Assignments	20%
Quizzes	20%
Final Project	40%
Total	100%

Final grades will be sent by e-mail to each student during the last week of the quarter.

Participation/Attendance: The participation grade is based on active participation in group activities, by coming to class with homework prepared, by volunteering, by being prepared when called on, etc. Regular attendance is essential to your understanding. If you anticipate being away, discuss your absence with your instructor ahead of time so that you can keep up with your assignments. Students will be marked down for repeatedly arriving late to class.

Assignments: Assignments will consist both of in-class activities and of those done outside of class. They will be given on a weekly basis. Assignments should be turned in on time. Late assignments will be marked down.

Quizzes: There will be a short quiz at the beginning of each class. Quizzes will be given in the first ten minutes of each class except for the very first and last classes. No make-ups will be given. The lowest quiz grade will be dropped.

Final Project: Instructions for the final project will be handed out the second day of class. Projects will be due on **Friday November 6th no later than 5:00PM**. They must be placed in **Heather Ward's mailbox** in the Reference Office Rm 142 of Knight Library. Projects received after the time and date due will lose one letter grade per day. No projects will be accepted after November 11th (Wed.).

COURSE OUTLINE

Class #1 Sept. 29th Introduction: Research Strategies -The Key to Success

Goals: Students will understand

- What the instructors expect of them & what they can expect of the instructors
- The syllabus
- The concept & importance of a research strategy

Class #2 Oct. 1st Catalog Searching: What Do We Own & Where Can I Find It?

Goals: Students will understand

- Basics of searching the UO library catalog for books by title, author, keyword
- How to find an item in the UO Libraries
- What information a record contains & why it is important
- How to search for books in the library catalog by subject
- How to find a Library of Congress Subject Heading & use it to find more
- How to limit a search by language, location, format, etc.

Class #3 Oct. 6th Periodicals: Magazines & Journals - What's the difference?

Goals: Students will understand

- How to find items UO doesn't own
- Definition of a periodical & its importance
- Difference between popular magazines & scholarly journals
- Scholarly process - importance of complete citations

Class #4 Oct. 8th General Indexes: Articles - How Do I Find 'Em, How Do I Get 'Em?

Goals: Students will understand

- Why indexes are important
- What information indexes typically contain
- Different types of indexes

How to search Expanded Academic Index for article citations
How to find periodical articles at UO

Class #5 Oct. 13th Specialized Indexes: What Do the Specialists Have to Say?

Goals: Students will understand

How to choose the best specialized index
Why specialized indexes are important
How to use different specialized indexes

Class #6 Oct. 15th Citations: Making Your Life (& Ours) Easier

Goals: Students will understand

How to make their work easier
Definition of a bibliography
Definition of plagiarism
Elements of a citation & why they're important

Class #7 Oct. 20th The Web: Riding the Wave or Getting Swamped?

Goals: Students will understand

Basic structure of the Web
Using search engines effectively
Some power searching tips

Class #8 Oct. 22nd Government Documents: Your Tax Dollar at Work

Goals: Students will understand

What kinds of information the government publishes
How to access government information
How it can help enrich their papers

Class #9 Oct. 27th Evaluating Information: The Truth Is Out There

Goals: Students will understand

Questions to ask in order to evaluate material
Criteria to use in order to judge a resource
How to be an information skeptic

Class #10 Oct. 29th Special Collections: Going to the (Primary) Source

Goals: Students will understand

Definition of a primary source
Importance of primary sources
Some ways to use them

***REMINDER: Final projects due in Heather Ward's mailbox by Friday, Nov. 6th by 5PM.**