

Form Version September 2000

Date Prepared: Oct. 2000

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: LT120 Information Sources and Services/Reference

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

This course prepares the student to provide assistance in reference services. Students will be introduced to principles and practices of reference interview, reference materials, database searching, online catalogs, World Wide Web searching and evaluation, and bibliographic instruction.

SPECIFIC COURSE OBJECTIVES:

Successful students will:

1. Evaluate when to refer questions to librarians.
2. Demonstrate knowledge of periodical databases: print and electronic.
3. Use online catalogs including analysis of MARC record.
4. Demonstrate knowledge of philosophy of reference/information services.
5. Conduct a reference interview and instruct others in use of a variety of information sources.
6. Interpret the information need and match it with the appropriate information source.
7. Analyze standard reference sources.
8. Employ successful strategies and evaluation on the World Wide Web.
9. Describe various citation formats.
10. Conduct research using a variety of library resources.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Question Referral
 - A. Directional
 - B. Ready reference
 - C. In-depth research
- II. Periodical Databases
 - A. Print
 - 1. Analyze citation
 - 2. Locate material
 - B. Electronic
 - 1. Search statement
 - a. Boolean operators
 - b. Truncation
- III. Online Catalogs
 - A. Command language
 - B. Bibliographic record
- IV. Philosophy of Reference and Information Services
 - A. Privacy
 - B. Unbiased
- V. Reference Interview
 - A. Communication
 - 1. Active listening
 - 2. Open questions
 - 3. Closed questions
 - B. Instruct use of sources
 - 1. Reference books
 - 2. Electronic sources
- VI. Match Information Need With Information Source
 - A. Current/historical
 - B. Discipline specific
 - C. Factual/statistical
 - D. Scholarly/popular press/government documents
 - E. Point of view
 - F. Geographical
 - G. Biographical
- VII. Reference Sources
 - A. Organization
 - B. Purpose
- VIII. World Wide Web
 - A. Search strategies
 - B. Evaluation
- IX. Conduct research
 - A. Prepare pathfinder
 - B. Use a variety of resources

C. Knowledge of citations

1. MLA
2. APA
3. Chicago Style

REQUIRED READING:

Text:

Bolner, Myrtle S. and Gayle A. Poirier. The Research Process Books and Beyond.
Dubuque, IO: Kendall/Hunt, 1997.

SUGGESTED READING:

American Reference Books Annual, vol. 25. Littleton, CO: Libraries Unlimited, 1999.

The Reader's Adviser 14ed. (6vols.). New York: Bowker, 1994.

Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. New York: MLA,
1999.

Hillard, James M. and Bethany J. Easter. Where to Find What: A Handbook to Reference
Service. Metuchen, NJ: Scarecrow Press, 2000.

REQUIRED WRITING:

1. Weekly exercises, including written solutions to reference inquiries.
2. Essay questions on midterm and final exam.
3. Annotated subject bibliography

OUTSIDE ASSIGNMENTS:

**Students are expected to spend a minimum of three hours per unit per week in class
and on outside assignments, prorated for short-term classes.**

Complete all outside reading assignments. Complete written assignments as stated in the
Required Writing section above. Complete in library research using print and electronic
sources.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination
 directed study

**This course may be offered as a distance learning course and meets Title 5
regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Grading on Percentage: 90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
Below 60% = F

10% - Attendance/Class Participation
20% - Written Homework Assignments
25% - Midterm Examination
20% - Bibliography
25% - Final Examination

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Carolyn Funes

SIGNATURES:

SIGNATURES ON FILE