

**LIBRARY 101
INFORMATION LITERACY**

BULLETIN INFORMATION

LIBR 101: Information Literacy

Course Description:

Introduction to methods and ethics of information research, with emphasis on analyzing and defining information needs and resources, creating and refining search strategies, evaluating resources, and synthesizing and citing information. Admission restricted to undergraduates.

SAMPLE COURSE OVERVIEW

This class will introduce students to methods and ethics of information research, with emphasis on analyzing and defining information needs and resources, creating and refining search strategies, evaluating resources, and synthesizing and citing information. Admission is restricted to undergraduates.

ITEMIZED LEARNING OUTCOMES

Upon successful completion of Library 101, students will be able to:

1. Analyze a topic in order to construct a research question and effective search statements.
2. Identify the nature and extent of information needed in order to answer a research question
3. Apply search methods in order to effectively locate and retrieve information from the library catalog, article databases, internet, and other information retrieval tools
4. Compare information from various sources in order to evaluate reliability, validity, accuracy, authority, timeliness, and point of view or bias
5. Demonstrate an understanding of ethical and legal issues surrounding information in order to compile, organize, and present information effectively and appropriately

SAMPLE REQUIRED TEXTS/SUGGESTED READINGS/MATERIALS

1. There is no required textbook. Any required readings will be placed on reserve, made available in Blackboard, or provided in class.

**SAMPLE COURSE OUTLINE WITH TIMELINE OF TOPICS, READINGS/ASSIGNMENTS,
EXAMS/PROJECTS**

Week 1	Overview
Week 2	Organization of Information Read "Organization of Information"

How Do You Organize Information? Assignment

- Week 3** Resource Characteristics
Information Timeline
Watch Peer Review in 5 Minutes Video
- Week 4** Topic Analysis
Introduce Final Project
Read “Analyzing a Research Topic”
- Week 5** Search Basics
Reading Citations
Topic Analysis Assignment
Read “Hit the Road: The Online Catalog and Database Searching Basics”
- Week 6** Quiz
Catalogs & Books
- Week 7** Databases & Articles
Library Catalog Assignment
- Week 8** Databases & Articles (continued)
Journals
- Week 9** Catching Up
Government Information & Statistics
Article Databases Assignment
- Week 10** Search Engines
Evaluating Web Sites
- Week 11** Evaluating Web Sites (continued)
Evaluating Other Information
- Week 12** Links in the Chain, Critical Reading, & Critical Evaluation
Web Site Assignment
- Week 13** Media Literacy
Links in the Chain, Critical Reading & Critical Evaluation Assignment
- Week 14** Intellectual Property
Using Information Legally & Ethically
Watch Fair(y) Tale Use Video
Fair(y) Tale Use Assignment

Week 15 Wrap-up
 Turn in Final Project
 Course Evaluation
 Final Project

SAMPLE ASSIGNMENTS AND/OR EXAMS

The purpose of the assignments is to reinforce what was learned in class and to give you the skills needed to complete your final project.

How do You Organize Information? Assignment

- a. Read pages 1-7 of List-Handley Reading
- b. In no more than 200 words describe a collection that you have or have had in the past and how you organized it. Examples could include things like MP3 collections, CDs, books, recipes, etc. After describing the collection, explain the importance of the collection's organization. Is/was it organized successfully? If so, how does the organization provide access to the content? If not, how would you change the organization scheme?

Research Topic Analysis Assignment

- a. Directions: For this assignment, you will develop your research topic that will be used throughout the remainder of this course. To fully develop your topic, you will go through the steps of refining your topic into a research concept and/or question that will help with starting your research. Below you will enter your broad topic, followed by your narrowed topic and then your research statement or question. In order to fulfill these requirements, you may want to try some of the techniques discussed in class (i.e. concept mapping, classifying, questioning). You will not have to turn in such work, but it will help ensure the best possible topic(s).
- b. Broad Topic: List some refining options (e.g. place, time, synonyms of key concepts, etc.) that can help narrow your focus. Be specific.
- c. Narrowed Topic: Craft a specific research statement or question on this topic.
- d. What are some possible subject areas for your general topic?

Library Catalog Assignment

- a. Search the library catalog for your topic using the **Classic Catalog Search - Advanced Keyword Search**. Remember to use Boolean and truncation as appropriate.
- b. **Locating a Book, Citation, & Annotation** - Locate one book on your topic for your final project. Find the book at the Thomas Cooper Library, Business Library, Music Library, Math Library, Music Library, or Law Library.
- c. Photocopy the title page of the book.
- d. Cite the book in APA.
- e. In your own words, write a short paragraph annotation of the book which describes the authority and/or qualifications of the author, main purpose of the work, why the source does or does not fit with your chosen topic.

Database Discovery Assignment

- a. **Article Databases – Subject Specific Database Discovery** - *You cannot use Academic Search Premier or JSTOR for this assignment.* You will need to select a database that will allow you to locate scholarly/peer reviewed articles so make sure to closely examine database coverage.
- b. Go to the library's home page at <http://library.sc.edu/> and click the Article Databases link at the top of the page. From here you can select databases by Category, which is essentially a list of academic departments on campus. What academic department/s do you think would be interested in your topic? Leave the Type option as is, DO NOT try to select Category and Type as this does not work.

Final Project: Compiling Your Research

- a. Your project will include several sections, some of which you will be completing during earlier stages of the course, but all portions of the project are required to be turned in together (in one cohesive document) at the beginning of the last day of class. The final project must be typed using word processing software such as Word.
 1. **Research Topic:** This section, which will be completed during your second assignment, will require an explicit research question or statement that you will explore during your research. Your topic must be approved and will receive approval upon successful completion of the research topic assignment.
 2. **Annotated Bibliography:** An annotated bibliography is a list of sources that include summaries and analyses of the sources chosen for a given topic. You will need to annotate eight citations of items that you found through your research, six of which you used in your research and two of which you did not. An annotation requires that you **READ** the item in question, and give a brief summary and analysis of the item in **YOUR OWN WORDS** (see annotated bibliography example). You will use APA style to format your citations. If you have a research project due for another class, you are encouraged to use it as a basis of your final project.

Your annotations should consist of a short paragraph which includes:

- the main purpose of the work
- the authority and/or qualifications of the author
- why the source does or does not (for the two sources that you will not use) fit with your chosen topic

Your bibliography must include at least one of the following types of sources with no more than two for any given type.

- Books or book chapters
- Peer-reviewed or scholarly articles
- Magazine articles
- Newspaper articles
- Websites

3. Source Documentation: You must provide a photocopy of the title page of each book. You must provide a printout or photocopy of the first page of peer-reviewed or scholarly articles, magazine articles, newspaper articles, and websites you include in your annotated bibliography.

4. Research Report: The research report will be at least 1 ½ but no more than 2 pages, single spaced with 1 inch margins. The report will explain how and where you did your research, what your search strategies were, how you needed to adjust them (if necessary) and analyze why you got the results that you did. The research report will be graded on the basis of how well you conduct your searches, where you looked, why, how you constructed your search statements, how you revised them, and the appropriateness of the sources you selected for your bibliography.