

## Course Outline/Syllabus

### LIBR 1111: Online Search & Info Handling

**Course Format:** Online  
**Credits:** 3

**Transfer Credit:** For information, visit [bctransferguide.ca](https://www.bctransferguide.ca)

#### **Course Description, Prerequisites, and Corequisites:**

This course provides student learners with experience in online searching, and some of the basic skills in using software programs and digital resources used in libraries for communication and information handling. Several aspects of social media, mobile technologies and operating content management systems are integrated into the course. The concept of information literacy is also explored requiring students to recognize when **information** is needed. Students will acquire the ability to locate, evaluate, use and teach others how to find information effectively.

#### **Upon completing the course, students will be able to:**

1. communicate effectively and appropriately using email and social media in library environments
2. use and understand the information cycle in order to locate and evaluate resources
3. conduct successful searches for resources using effective search strategies and appropriate databases or other resources
4. find, evaluate and organize resources and use a content management system to present the information
5. cite and annotate information resources
6. teach search skills using library related resources

#### **COIL Learning Outcomes:**

Upon completing the COIL component of this course, students will be able to:

1. demonstrate increased intercultural awareness
2. demonstrate enhanced communicative skills for working with non-native English speakers
3. develop digital literacy skills for working in virtual teams
4. articulate new insights into their own identity
5. engage in global problem solving

#### **Methodology**

- Unmarked activities, classroom discussions, participation and attendance: students will be expected to interact with each other and the instructor in classroom discussions and complete activities weekly.
- Assignments: Several graded assignments will be assigned throughout the term.
- Mid-term Quiz: The first half of the semester will be assessed using a mid-term quiz.
- Major Project: Students will complete a project that demonstrates competence with technical skills as well as understanding of their application.

#### **Instructor Name and Contact Information:**

**Instructor Email:** fhunt@langara.ca

**Office Hours:** Tuesdays 2:30-3:30pm or by appointment

**Office:** L311a

## Textbook and Course Materials:

### Optional texts containing useful information related to the course:

Bradley, Phil. *Expert internet searching*. 5th ed. Facet Publishing, 2017. Available as an e-book from the Langara Library:

<https://login.ezproxy.langara.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=cat05664a&AN=lang.b1738742&site=eds-live&scope=site>

- Book description: <https://www.facetpublishing.co.uk/page/detail/expert-internet-searching/?K=9781783302475>

Markey, Karen. *Online searching: A guide to finding quality information efficiently and effectively*. 3<sup>rd</sup> ed. Rowman and Littlefield, 2023. Available as an e-book from Langara Library:

<https://twist.langara.ca/record=b2343173~S4>

- Note that this book is a little technical and goes into a lot of detail, but is an excellent resource. I recommend it and may suggest you read certain chapters throughout the semester.
- If you cannot access the 3<sup>rd</sup> edition, the library also has the 2<sup>nd</sup> edition, available here: <https://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,sso&db=cat05664a&AN=lang.b1833831&site=eds-live&scope=site&custid=s5672471> which will give you the same concepts behind the search strategies discussed, even if the details may be slightly out of date.

These texts are also available at the bookstore if you would prefer to purchase your own print copies.

## Assessments and Weighting:

Activities and participation	10%
Four Assignments	30%
Major Project	25%
Teaching Presentation/Webinar	15%
Mid-Term Quiz	20%
<b>Total</b>	<b>100%</b>

## Grading and Expectations:

All unmarked activities, assignments and projects **must be completed** and submitted in order to successfully complete the course.

- In order to receive participation credit for unmarked activities, you **must** submit the activity by the due date, unless previous arrangements are made with the instructor.
- All assignments and projects must be submitted on the due date, unless previous arrangements are made with the instructor, or **marks will be deducted**.

## Library Technician Grading Scheme

Grade	Mark
A+	96-100
A	91-95
A-	88-90
B+	84-87
B	80-83
B-	77-79
C+	71-76
C	65-70

C-	60-64
D	50-59
F	Below 50%

**Overview of Course Schedule:** Please see Course Schedule within Brightspace for more detailed version.

<b>Week 1</b> Sept 3-9	<ul style="list-style-type: none"> <li>• Orientation and Introduction</li> <li>• Information Literacy</li> </ul>
<b>Week 2</b> Sept 10-16	<ul style="list-style-type: none"> <li>• Research basics</li> <li>• Information cycle</li> <li>• Evaluation of information</li> </ul>
<b>Week 3</b> Sept 17-23	<ul style="list-style-type: none"> <li>• Advanced Search Strategies</li> <li>• Searching on the Web</li> </ul>
<b>Week 4</b> Sept 24-30 <i>NOTE: September 30 is a statutory holiday</i>	<ul style="list-style-type: none"> <li>• Library catalogues</li> <li>• Discovery Layers</li> <li>• Search strings/ Boolean operators</li> </ul>
<b>Week 5</b> Oct 1-7	<ul style="list-style-type: none"> <li>• Article databases</li> <li>• Intercultural Awareness</li> </ul>
<b>Week 6</b> Oct 8-14	<ul style="list-style-type: none"> <li>• Advanced database searching</li> <li>• Specialized databases (ie. by subject)</li> </ul>
<b>Week 7</b> Oct 15-21	<ul style="list-style-type: none"> <li>• Mid-term exam <b>Oct 17</b> (practice quiz available the week prior)</li> <li>• Content Management Systems</li> </ul>
<b>Week 8</b> Oct 22-28	<ul style="list-style-type: none"> <li>• Union Catalogues</li> <li>• MLA citation style</li> <li>• Annotations</li> <li>• Teaching in Libraries</li> </ul>
<b>Week 9</b> Oct 29-Nov 4	<ul style="list-style-type: none"> <li>• Teaching in libraries</li> </ul>

<i>NOTE: Oct 29 is the Info session for Spring registration</i>	
<b>Week 10</b> Nov 5-11	<ul style="list-style-type: none"> <li>• Technology in Libraries</li> </ul>
<b>Week 11</b> Nov 12-18	<ul style="list-style-type: none"> <li>• Technology in Libraries</li> <li>• Introduction to copyright</li> <li>• Keeping up-to-date</li> </ul>
<b>Week 12</b> Nov 19-25	<ul style="list-style-type: none"> <li>• In class demonstrations</li> <li>• Visit to VPL</li> </ul>
<b>Week 13</b> Nov 26 - Dec 2	<ul style="list-style-type: none"> <li>• Reflection on course</li> </ul>

**College Policies:**

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[F1005 – Assessment of Academic Progress](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

**Departmental/Course Policies:**

All students must achieve a “C” in this course in order to pass the course and take any next level courses (LIBR 2411, LIBR 2416, LIBR 2410, LIBR 2395).