# 8/12/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 18 August 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Library Information Services

**BRCC Course Rubric:** LIBS 1011

**Previous Course Rubric**: LIBS 101

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 1-0-1

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 15-0-15

**Louisiana Common Course Number:**

**CIP Code:** 25.0199

**Course Description:** Introduces students to the concept of information literacy. The course familiarizes students with the BRCC Library and other information systems and resources. Students will enhance their research and critical thinking skills through study of how information is produced, stored and communicated. Learning to critically navigate the abundance of information now available is the primary focus of the course.

**Prerequisites:**  None

**Co-requisites:** None

**Suggested Enrollment Cap:** 16

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Formulate an efficient search in library electronic resources, using appropriate search fields and language.

2. Find scholarly information on an assigned topic using library electronic resources.

3. Evaluate the reliability of an information source using standard criteria.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Instructor-created assignments

2. Departmental final to be graded using a common rubric

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Library Orientation

A. Location of Physical Resources

B. Services

C. Policies

II. Classifications and Catalogs

A. Library of Congress

B. Dewey Decimal System

C. Online Card Catalog

D. Searching

III. e-Book Collection

IV. Database Resources

A. Scholarly vs. Popular

B. Magazines vs. Journals

C. Abstracts vs. Full-Text

D. Searching

V. Reference Materials

A. Physical Resources

B. Electronic Resources

C. Evaluation Criteria

VI. The Internet

A. Search engines

B. Evaluation Criteria