

Library Science Administration 405/505 Library Reference Materials

Credit hours: 3

Prerequisites: None

Course Description

Introduction to books and materials most commonly used in a library to answer simpler reference questions: characteristics of both general and specific reference materials (bibliographies, indices, on-line search systems, ERIC, etc.) are studied in detail; methods of reference work with teachers and students; teaching the use of reference materials.

Recommended Text

Safford, Barbara Ripp. (1998). Guide to Reference Materials for School Media Centers. 5th ed. Englewood, CO: Libraries Unlimited, Inc.

Conceptual Framework

Southeastern Louisiana University College of Education and Human Development Conceptual Framework

The COEHD's Conceptual Framework provides direction for the development of effective professionals. It is a living document that continuously evolves as opportunities and challenges emerge. The four components of the Conceptual Framework are the institutional standards used for candidate assessment in undergraduate and graduate programs. They are Knowledge of Learner (KL), Strategies and Methods (SM), Content Knowledge (CK), and Professional Standards (PS). Diversity (DV) and Technology (TY) are included in the assessment process as themes that are integrated throughout all programs in the educational unit.

The following is the link to the conceptual framework on the COEHD website:
http://www.selu.edu/acad_research/colleges/edu_hd/about/conceptual_framework/

Diversity

Students will be prepared to function in a diverse environment and/or community.

Technology

Students will be prepared to utilize technology in their professional environment or practice.

Course Objectives

1. The student will be expected to develop a wide knowledge of available sources of information and techniques for information retrieval, including on-line and other electronic search competencies, to enable him or her to answer specific reference questions and fill general research requirements of library users – [CK,T]
2. The student will learn to evaluate reference sources through the application of established criteria in order that purchase of the best and yet most cost-efficient materials will be facilitated – [CK, SM]

3. The student will be introduced to the latest search technologies and will be expected to become familiar with their utilization in a library setting – [SM]
4. After three hours of lecture and one hour of hands-on, on-line practice time, the student will be able to construct simple search statements using BOOLEAN Logic and appropriate computer command language. [CK, SM]

Methodologies

Teaching strategies may include, but is not limited to discussions, lecture, demonstrations, group work, field experiences, and on-line instruction. Course content will be drawn from theory and research, from student experiences, and from discussions in and out of class sessions.

Field Experiences

Field experiences may be required in this course in order to meet the course objectives.

Course Evaluation

The student's grade will be based upon class performance and successful completion of all assignments. The comprehensive reference problem will serve as a final examination and will be submitted during the final week of classes, the date to be decided upon at the second or third class meeting. The evaluation of the term project will be based on the accuracy of the information provided, completeness of responses and bibliographic entries, and overall neatness.

As students complete any professional development activities, they are required to enter them into PASS-PORT.

Unit (COEHD) Assessment

Artifacts to be designated by the instructor will be placed in the student's Portfolio on PASS-PORT, the unit's required electronic portfolio system.

Writing Style

All bibliographic entries will follow University of Chicago or MLA format and all submissions must be typed.

Reference List

Journals & Subscription Works
American Libraries
Choice
Reference Books Bulletin
RQ
Software and CD-ROM Reviews n File

Books

Collins, Donald E., Dianne B. Catlett and Bobbie L. Collins. (1990) *Libraries and Research*. 2nd ed. Dubuque, IO: Kendall-Hunt.

Hillard, James M. (1984) *Where to Find What*. NY: Scarecrow.

Katz, William A. (1997) *Introduction to Reference Work*. 7th ed. NY: McGraw-Hill.

The Librarian's Yellow Pages.(2000). Larchmont, NY: Raissa Fomerand.

Monthly Catalog of US Government Publications. (1997) Washington, DC: U.S. Government Printing Office.

Reference Books for Children's Collections (1991). NY: NY Public Library.

Wynar, Bohdan. (1970 -) American Reference Books Annual. Littleton CO: Libraries Unlimited.