

LIBRARY AND INFORMATION TECHNOLOGY 1101

Introduction to Libraries and the Information Age

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Introduction to different types of libraries and the information industry. The role of the Library Technical Assistant (LTA) in all areas of the library profession is explored. An overview of basic library and information research methods and tools, both print and digital format is presented. (3 credit hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **Click here for prices of required textbook(s) and supplies** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

COURSE OUTLINE/EVALUATION

Unit	Topic	Assignment	Possible Points
1	The Tools You Will Use	Bio Posting Mentor Form Virtual Library Treasure Hunt Articles	60 total
2	In the Beginning... The History and Development of Libraries	Fourie and Dowell Questions Post to Discussion Board Five Laws of Library Science	30 pts. each 10 pts. each 20 pts.
3	Different Types of Libraries: Missions and Roles	Read and Respond questions Library Visit Reaction Tool Mission Statement Activities Questions and Posting	20 pts. 50 pts. 50 pts. 50 pts.
4	Library Collections: What They Are and How They Got There	Elements of a Collection Development Policy Flow Chart of Acquisitions Process Weeding Exercise Locate and read article Textbook Readings/Questions	30 pts. 30 pts. 30 pts. 20 pts. 20 pts.
5	Research Project	Post in Discussion Board Library Research Worksheet	5 pts. 15 pts.

6	Library Roles and Relationships LTA Web Site Search	Library System Questions LTA Web Site Search Exercise Textbook Questions Field Trip Experience Report	10 pts. 20 pts. 50 pts. 25 pts.
7	Reference and Interlibrary Loan	Activity #3, Post worksheet to Discussion Board Post to Discussion Board Interlibrary Loan Assignments	30 pts. 20 pts. 20 pts.
8	Ethics and Intellectual Freedom	Question 5-Post to Discussion Board Search Engine Worksheet Exercise Intellectual Freedom Manual Final Project Due	10 pts. 20 pts. 40 pts. 100 pts.

GRADING

Grade	Percent
A	90%+
B	80-89.9%
C	70 - 79.9%
D	60-69.9%
F	Below 60%

SATISFACTORY/FAIL OPTION

The S/F grade option is not available to students in this course.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.