

## AUBURN UNIVERSITY SYLLABUS

- 1. Course Number:** EDMD 7120/6  
**Course Title:** Information Sources, Services, and Instruction  
**Credit Hours:** 3 semester hours  
**Prerequisite:** Graduate standing  
**Co-requisite:** None

- 2. Date Syllabus Prepared August 19, 2006**

- 3. Text:**

Katz, W. A. *Introduction to Reference Work*. v. 1. McGraw-Hill, 2002. 8<sup>th</sup> ed.

American Association of School Librarians and American Educational Communication and Technology. *Information Literacy Standards for Student Learning*. Chicago: American Library Association, 1998. THIS CAN BE OBTAINED IN ONE OF THREE WAYS. It is part of *Information Power: Building Partnerships for Learning*, ALA, 1998. It can also be purchased as a pamphlet from ALA, or it be accessed as an electronic book through NetLibrary, which is available through AU Library. Just type citation into the Online catalog AUBIECat and follow the link at the bibliographic record.

*Literacy Partners: A Principal's Guide to an Effective Library Media Program for the 21<sup>st</sup> Century*. (1999) Alabama State Department of Education. This is downloadable from: <http://www.alsde.edu/html/home.asp> On the Alabama State Dept. of Education homepage click in left hand frame on 'Publications' and select *Literacy Partners* from the drop down menu. You will need the [free] Adobe Acrobat Reader in order to read this PDF document. Adobe Acrobat Reader can be downloaded from AU Install. Go to AU homepage; Students; AU Install; WebBrowsers and Plug-ins; Select Adobe Acrobat Reader.

### **Recommended Resources and Resources for Completing Assignments and Projects**

#### **PRINT SOURCES**

Barron, Ann E., Ivers, Karen S. (1998) *The Internet and Instruction: Activities and Ideas*. 2<sup>nd</sup> ed. Englewood, CO: Libraries Unlimited. LB1044.87/B37/1998.

Crane, Beverley. (2000) *Teaching with the Internet*. Libraries Unlimited. LB1044.87/C73/2000

Eisenberg, Michael, Berkowitz, Robert E. (1990) *Information Problem Solving: The Big Six Skills Approach to Library & Information Skills Instruction*. Z711.2/E45/1990. **ON RESERVE.**

Jweid, Rosann, Rizzo, Margaret. (1998) *The Library-Classroom Partnership: Teaching*

*Library Media Skills in Middle and Junior High Schools.* Lanham, MD: Scarecrow Press. Z675/S3/J95/1998.

Joseph, Linda C. (1999) *Net Curriculum: An Educator's Guide to Using the Internet.* Medford, NJ: Information Today. LB1044.87/J67/1999

*Literacy Partners: A Principal's Guide to an Effective Library Media Program in the 21<sup>st</sup> Century.* (1999) Alabama State Department of Education  
<http://www.alsde.edu/html/home.asp> This is an essential tool for Alabama school library media specialists and principals, and a useful tool for all K-12 educators.

Safford, Barbara R. (1998). *Guide to Reference Materials for School Library Media Centers.* Libraries Unlimited. (or latest ed. available) 1 Personal copy and library copy Z1037.1/S34/1998. **ON RESERVE. An electronic copy is available through NetLibrary in AubieCat. Useful for searching specific topics. New edition is expected soon.**

Stanley, Deborah. (1999) *Practical Steps to the Research Process for Middle School.* Libraries Unlimited. Z711.2/S73/2000. **ON RESERVE**

Stanley, Deborah. (2000) *Practical Steps to the Research Process for High School.* Libraries Unlimited. Z711.2/S72/1999. **ON RESERVE.**

## **ELECTRONIC SOURCES**

### **e-reserves.**

**To access e-reserves:** Go to AU Libraries e-Gateway (homepage), also referred to as AubiePlus; Select 'Reserves' in right side frame; Select 'e-reserves'; Select e-reserves procedures; In course dialog box type EDMD7120 and return (you do not have to fill out any of the other dialog boxes); Enter password provided by instructor.

Bopp, R. and Smith, L. (2001). Chapter 3. The reference interview. In *Reference and information services: An introduction.* Libraries Unlimited. pp. 47-59.

Eisenberg, M. B. and Berkowitz, R. E. (1990). Chapter 1. The Big Six Revisited. In *Information Problem Solving.* Ablex Publishing. pp. 5-17.

Encyclopedia Update in **"Reference Books Bulletin"** in *Booklist* (Sept. 15, 2004) **For hard copy and other semimonthly "Reference Books Bulletin" column see current issues.**

Gross, M. (W 2000) The Imposed Query and Information Services for children. *JOYS*, 13(2): 10-17.

Haycock, K. (2003). Understanding Search Tools and How Children Search the Web. in *Authoritative Guide to Subject Guides, Search Engines, and Portals.* pp. 1-6.

Jacobs, Heidi H. (Nov./Dec. 2000) "Upgrading the K-12 Journey Through Curriculum Mapping: A Technology Tool for Classroom Teachers, Media Specialists, and Administrators." *Knowledge Quest* 29 (2): 25-29.

Kuhlthau, Carol C. (F 1989) "Information Search Process: A Summary of Research and Implications for School Library Media Programs." *School Library Media Quarterly* 18(1): 19-25.

Slominsky, Nicolas. (2001) "Preface to the Sixth Edition" in *Baker's Biographical Dictionary of Musicians* Schirmer, 2001.

Symonds, Ann K. (1997). "Sizing Up Sites: How to Judge What You Find on the Web." *School Library Journal*.

***School Library Journal* "Reference Reviews" from Feb., May, Aug., Nov. of latest year.**

### **E-books and Full-text Databases**

American Association of School Librarians and American Educational Communication and Technology. (1998) *Information Literacy Standards for Student Learning*. Chicago: American Library Association. This can be obtained in one of three ways. If is part of *Information Power: Building Partnerships for Learning*, ALA, 1998. It can also be purchased as a pamphlet, or it be accessed as an electronic book through **NetLibrary**, which is available through AU Library. Just type citation into the Online catalog AUBIECat and follow the link at the bibliographic record.

Kluegel, Kathleen, Ross, Catherine. (Fall 2003) "The Reference Interview" *RUSA* 43(1): 37-43. **Available through Professional Development Collection – Access through Alabama Virtual Library OR through AUBIECat—Find Articles.**

Kuhlthau, Carol C. (1996) "The Process of Learning From Information. The Information Age School Library" Ch 8 in *The Virtual School Library: Gateway to the Information Superhighway*. Englewood, Col.: Libraries Unlimited. pp. 95-104. **This is available through NetLibrary (an electronic books source) accessed through AUBIECat.**

RUSA (Fall 2004) "Guidelines for Behavioral Performance of Reference and Information Services Professionals." *Reference and User Services Quarterly* 44(1): 14-17. **Available through Professional Development Collection – Access through Alabama Virtual Library OR through AUBIECat—Find Articles.** Also available on the ALA Web site; copy and paste the title into the "Search" dialogue box.

### **WebCT—**

Lechner, Judith. Bibliographies of "Collection Development Tools" and "Information Sources." In **WebCT for EDMD 7120 – Bibliographies of Reference Sources**

## **4. Course Description:**

Provides learners with an overview of information needs, services, and resources as well as ways to teach information literacy skills. Electronic and other emerging information sources will be emphasized.

## 5. Course Objectives:

**(“Rule” numbers following objectives refer to State of Alabama Certification requirements)**

Upon completion of this course, students will be able to:

1. define reference service;
2. conduct a reference interview and identify different types of information needs, **Rule 2(b)#3;**
3. identify and evaluate various reference materials and tools, including computerized reference services, Internet reference sources, and community resources **Rule 2(a)#10;**
4. design a curriculum integrated information literacy unit to help students develop the skills to meet their information search/research/communication needs, **Rule 2(a)#19; Rule 2(b)#7;**
5. describe criteria for developing and maintaining an active reference collection in support of the curriculum and the needs of the multicultural school. This objective includes knowledge of criteria for weeding the reference collection, **Rule 2(a)#14;**
6. utilize reference materials to search and locate answers to specific reference questions **Rule 2(b)#3; Rule 2(b)#8;**
7. prepare a list of basic reference sources for an identified library media center, **Rule 2(b)#8; Rule 2(b)#9;**
8. discuss research findings on students’ information needs and behaviors **Rule 2(a)#6**

## 6. Course Content:

### **WEEK 1. Introduction to Reference Work; Communication in Libraries**

- A. Introduction to course materials, on-campus/off-campus students
- B. Overview of history and trends in information dissemination, organization, and retrieval
- C. Overview of reference work, genres of information sources, including community resources
- D. Communication in libraries

- WEEK 2. Organization of Information; Teaching Information Literacy**  
A. Types of access: author, title, subject, keyword, Authority control  
B. Online public access catalogs  
C. Information literacy skills – Discuss lesson plans and potential resources, including community resources.
- WEEK 3. Encyclopedias; Information flow; Evaluation of Information Sources**  
A. Types of encyclopedias: general, subject, children's  
B. Uses of encyclopedias  
C. Evaluating information sources  
D. Evaluating encyclopedias
- WEEK 4. Information About People -- Biographical Sources**  
A. Types of biographical sources: indexes, directories, dictionaries, web-based  
B. Evaluation of biographical sources  
C. Teaching children to be effective and critical users of biographical sources
- WEEK 5. Dictionaries**  
A. Types of dictionaries: unabridged, collegiate, school; thesauri, slang, usage  
B. Evaluating dictionaries  
C. How dictionaries are made; Evolution of language  
D. Teaching children to be effective users of dictionaries
- WEEK 6 Geographical Sources – Atlases and Gazetteers**  
A. History of cartography, types of projections, scales  
B. Types of geographical sources: maps, atlases, gazetteers, electronic maps  
C. Evaluation of geographic sources  
D. Teaching children to be effective and critical users of geographic sources
- WEEK 7 Searching Electronic Information Sources: Strategies for Effective Searches; Test**  
A. Recall v. Precision  
B. Boolean searching strategies for maximizing recall or precision  
C. Thesauri - their creation and uses  
D. Other strategies for identifying index terms and key words
- WEEK 8 Electronic Indexes/Abstracts, Full-text Databases; Aggregate Databases; Indexes to Collections**  
A. Professional periodical indexes/abstracts and full-text databases  
B. Aggregate databases  
C. Selecting and evaluating electronic databases for different purposes  
D. Indexes to collections: poetry, plays, illustration, music  
E. Teaching children to be effective and critical information searchers using periodical and aggregate databases

- WEEK 9      Ready Reference Sources – Print and Electronic Almanacs, Yearbooks, Handbooks, Directories**
- A. Almanacs and Yearbooks – uses, evaluation, selection
  - B. Handbooks to the various disciplines and curriculum related subjects – uses, evaluation, selection
  - C. Directories – uses, evaluation, selection
  - D. Teaching children to be effective and critical users of ready reference sources
- WEEK 10     Take-Home Test Made Available; The “Open” Web as Information Source – Identifying, Selecting and Organizing Information; Information Searching Behavior and Strategies in Libraries**
- A. Digital libraries on the Web – authorship, sponsors, utility, reliability
  - B. Organization of school library Web pages to support curriculum and information literacy
  - C. Taylor, Bates, Dervin, Kuhlthau – Research on information searching behavior in adults and students
  - D. Information problem solving strategies, Eisenberg and Berkowitz; Kuhlthau
- WEEK 11     Government Information Sources**
- A. U. S. and state government documents – overview of and history of government publications
  - B. Access to government publications
  - C. Selecting and utilizing government publications
- WEEK 12     Bibliography and Collection Development**
- A. Current print and non-print review sources
  - B. U. S. national and trade bibliographies – types, uses, selection
  - C. Collection mapping and weeding of reference collection
- WEEK 13     Lesson Plan Presentations**
- Student presentations of lesson plans
- WEEK 14     Work on Core Collection: Take Home Test Due**
- Instructor will be available during synchronous class time for individual consultation in WebCT chat room
- WEEK 15     Core Reference Collection Presentations**
- Student presentations of lesson plans

**7. Course Requirements/Evaluation:**

- A. Attend all class sessions and participate in all class discussions and exercises through electronic communication (WebCt Chat Room; Discussion Board; e-mail; student Web Pages)
- B. Observe and report on communication in your library/media center
- C. Complete weekly reference exercises outside of class

- D. Keep a search log of each reference search
- E. Identify a curriculum related research topic of relevance to K-12 students
- F. Weekly, apply newly learned reference sources to topic identified in E.
- G. Create a complete lesson plan for the topic identified in E.
- H. Compile a core collection of reference sources for a library/media center of your choosing.

The final grade for the course will be based on the following:

Weekly reference exercises WITH SEARCH LOGS	35%
Lesson plan for a K-16 curriculum-integrated information literacy lesson	30%
Core Collection – Group Project	35%

The following grading scale will be used:

- 90 - 100%=A
- 80 - 89.9%=B
- 70 - 79.9%=C
- 60 - 69.9%=D
- Below 60%=F

### **8. Class Policy Statements:**

Students are expected to participate in all class meetings and participate in all classroom exercises. Should students need to be absent for any reason, please contact the course instructor before missed class meeting.

Students are responsible for initiating arrangements for missed work due to excused absences.

### **9. Justification**

This is a basic course for information providers and is a requirement for certification for school library media specialists in the State of Alabama. The course introduces students to the electronic and print resources required for instruction, information searching, and information creation and dissemination and to evaluative criteria for selecting these sources for school library media collections.