LS311 Reference & Bibliography / LS597 Special Topics

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Available at: https://works.bepress.com/richard_stoddart/38/
LibSci 311 Reference & Bibliography
LibSci 597 Special Topics
Monday - 6pm-9pm - Room ILC 404
3 Credit Hours

Semester/year: Spring 2011
Instructor: Rick Stoddart
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Office Location: L107A
Office Hours: By appointment
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Course Description: Introduction to evaluation and use of basic reference sources, principles, techniques, and issues of reference service. Includes coverage of standard reference books, indexes, abstracts, online resources and bibliographies found in school or small public libraries. Cross-listed with LIBSCI 311

Pre-requisites: LibSci 201 (or permission from the instructor)

Required Textbooks and Supplies:
(1st edition is available at the Reserve Desk in the Library, 2nd edition available on Reserve until 5pm day of class.)

List pre-requisite skills where applicable:
- Students taking this course will need to have a minimum set of computer skills, including:
  - Windows: using a mouse, starting programs, viewing and managing files (copying, moving, etc.)
  - Basic Powerpoint & Word skills
  - Web browser: find a page when given a URL, navigate through a website, use a search engine.
  - Email: send and receive messages, send files as attachments
  - Basic familiarity with Blackboard course management tool.

Course Objectives:
- Become familiar with reference resources, tools, and databases.
- Learn the basic concepts of planning and providing reference service in different types of libraries and for different user groups
- Learn communication techniques used in the reference interview
- Learn to compare and evaluate the quality and usefulness of information resources for different user groups

Skills Objectives:
- Be able to write a plan for reference services for a given type of library
- Be able to interpret the information needs of a patron with a question in person, by telephone, email, and online chat
- Be able to evaluate the quality of reference resources
- Be able to select appropriate information resources for a given type of library
Relevant American Library Association (ALA) Competencies

This course addresses the following ALA competencies:

**Primary**

- Effective communication techniques (verbal and written)
- The concepts, principles, and techniques of reference and user services that provide access to relevant and accurate recorded knowledge and information to individuals of all ages and groups.
- Techniques used to retrieve, evaluate, and synthesize information from diverse sources for use by individuals of all age groups.
- The methods used to interact successfully with individuals of all ages and groups to provide consultation, mediation, and guidance in their use of recorded knowledge and information.
- Information literacy/information competence techniques and methods.
- The principles and methods of advocacy used to reach specific audiences to promote and explain concepts and services.
- The principles of assessment and response to diversity in user needs, user communities, and user preferences.
- The principles and methods used to assess current and emerging situations or circumstances to the design and implementation of appropriate services or resource development.

**Library Use:** Bibliographies of relevant materials from the Boise State University - Albertsons Library collection or available online will be posted on Blackboard during the semester.

Students may consult reference resources available at other libraries such as Boise Public Library or online such as Libraries Linking Idaho (LiLI) [http://lili.org/](http://lili.org/)

**WHAT YOU WILL BE GRADED ON:**

**Course Reading Response PowerPoints: 30%**

At least 1-2 slides per chapter summarizing the content as well as 1 personal slide were you put in a context you understand. Try to draw connections between the readings and your personal/professional life experiences. Each student should therefore prepare at least 2 slides for each class there is assigned reading. DUE DATE 5PM on day of class)
**Reference Book Talk / Handout: 10%  (Feb 7th)**
Students will prepare a 5 minute book talk on a print reference source for the class. Students will also create a handout that includes relevant information about the resource, what types of questions it may answer, the primary audience for the resource. Included in the handout will be a bibliography of at least 3 related reference sources related to the source in some manner (i.e. contain supplemental information, compliment the resource, or are similar in scope or format).
(PS: Talk to me about what book you are interested in speaking about and I will make arrangements for it to leave our Library)

**Reference Database Tool Demonstration: 10% (Feb 28th)**
Students will prepare a 5 minute database demonstration for the class. Students will also create a handout that includes relevant information about the resource, what types of questions it may answer, the primary audience for the resource. Included in the handout will be a bibliography of at least 3 related reference sources related to the source in some manner (i.e. contain supplemental information, compliment the resource, or are similar in scope or format). A list of reference databases will be provided to choose from.

**Reference Assessment Activity: 20%  (April 25th?)**
To be developed in conjunction with Albertsons Library (Ellie Dworak) and Boise Public Library (Becca Stroebel) to complete an observational reference assessment based on criteria developed in class as well as with librarians from these libraries.

**Final Semester Project: 30%  (May 9th)**
Students will create a formal report on developing a new library’s reference services. Included in the report will be an assessment of the clientele information needs and recommendations for appropriate resources, technology, and staffing. In addition students will create a bibliography of at least 10 core reference sources. Annotations justifying each source will also be included.
ADDITIONAL WORK FOR GRADUATE STUDENTS (LibSci 597 Special Topics)
In addition to the activities above:

1. Graduate students will read the additional articles each week as assigned and report to the class on its contents.

2. Graduate Students will complete an additional reference book talk/handout (this could also be another database demo but w/ handout).

3. Graduate Students will write 5-10 page paper focusing on a specific reference service of interest to them (children’s reference, chat reference, adult reference). They will provide a historical background for this service and then write about the state of these services in 21st century. A bibliography of academic sources will be included to support this research. APA style will be used.

Graduate Grading:
Slides + Assign article report back - 30%
3 Resources Presentations - 15%
Reference Assessment Activity - 15%
Final Semester Project - 20%
5-10 page paper - 20%
Total = 100%

TENTATIVE COURSE SCHEDULE

Monday 6-9pm :

January 24th - Course Introduction -
   Almanacs, Encyclopedias, Bibliographies, Dictionaries

January 31st - Information & Information Literacy
   READ: Essential Reference Services... Chapter 1 -Information, Chapter 2 Information Literacy
   DO: Prepare at least 3 slides
   GRADUATE STUDENTS: Read: Greene article,
   (http://polaris.gseis.ucla.edu/jrichardson/DIS220/personal.htm)

February 7th  - Albertsons Library Reference Collection
   READ: Essential Reference Services... Chapter 3 Evaluating, Chapter 4 Print Sources
   DO: Prepare at least 3 slides - Reference book-talk/handout (everyone)
   GRADUATE STUDENTS: Read:
February 14th (online NW) - No In-Person Class -
READ: Essential Reference Services... Chapter 5 Reference Experience, Chapter 6 - Instruction, Chapter 7 -Library Catalogs
DO: Prepare at least 4 slides and respond on Blackboard
GRADUATE STUDENTS: Read:
http://tinyurl.com/4eak5rw

February 28th - ONLINE REFERENCE TOOLS
READ: Essential Reference Services... Chapter 8 -Electronic Reference Sources
DO: Prepare at least 2 slides - Database presentation/handout (everyone)
GRADUATE STUDENTS: Reading TBD

March 7th - WEB REFERENCE - EVALUATION
READ: Essential Reference Services... Chapter 9 - Searching the Web
DO: Prepare at least 2 slides
GRADUATE STUDENTS: Additional Reference Resource Presentation (graduate)

March 14th CONNECTING REFERENCE TO YOUR COMMUNITY
READ: Essential Reference Services... Chapter 10 Accessible, Chapter 11 Curriculum/Collaboration
DO: Prepare at least 3 slides
GRADUATE STUDENTS: Reading TBD

March 28th (Spring Break) -- Read chapters for April 4th

April 4th REFERENCE COLLECTION DEVELOPMENT
READ: Essential Reference Services... Chapter 12 Building a collection, Chapter 13 Evaluating a Collection, Chapter 14: Value of Reference
DO: Prepare at least 4 slides.
GRADUATE STUDENTS: TBD

April 11th: Develop Reference Assessment Tool Exercise - Visit BPL
READ: TBD
GRADUATE STUDENTS: TBD

April 18th: THE REFERENCE INTERVIEW
READ: TBD
GRADUATE STUDENTS: TBD

April 25th: REPORT BACK
READ: TBD
DO: Tentative Date for Reference Assessment Activity
GRADUATE STUDENTS: TBD
May 2nd:   Electronic Reference (SMS, TEXT, CHAT, etc.)

May 9th:
DO:       Final Project Due
GRADUATE STUDENTS:  Paper Due

Student Online Privacy Notice
Please take a few minutes to read the Student Online Privacy Notice, which describes in general terms your rights and responsibilities while participating in an Internet-enhanced course.
http://itc.boisestate.edu/BbSupport/BbDocs/general/PrivacyNotice.htm

Plagiarism and Intellectual Honesty
Plagiarism occurs when a person borrows directly from another's ideas or work without documentation. It doesn't matter if the work is that of a published author, an unpublished co-worker, or another student. A student who plagiarizes will be excluded from the course, will receive a final grade of F, and may be referred to the Dean of Students and the Student Conduct Board for disciplinary action. Other penalties may include academic probation, suspension, or expulsion from school.

If you have any questions about plagiarism, talk to me. You can also find further clarification in A Manual for Writers of Term Papers, Theses, and Dissertations; the MLA Handbook for Writers of Research Papers; the BSU Student Handbook; and the Student Online Privacy Notice.
http://itc.boisestate.edu/BbSupport/BbDocs/general/PrivacyNotice.htm

Special Considerations
If you need any special accommodations for this course, please let me know as soon as possible. The Boise State University Office of Disability Services offers services designed to meet the educational needs of enrolled students with documented disabilities.