

**Form CO**  
**COURSE OUTLINE**

Introduction to Library Organization

LS 102

**I. DESCRIPTION:**

Students will acquire an overview of library services, including an introduction to basic terminology and tasks of librarianship, and an understanding of the different needs of users. The understanding gained during the course will prepare students for more advanced study within the Library and Information Services program.

**II. SEMESTER CREDITS: 2**

**III. CONTACT HOURS PER WEEK:**

2	0	2
Lecture	Lab	Total

**IV. PREREQUISITE: None**

Upon completion of this course, the student will be able to, with 65% accuracy:

**V. STUDENT LEARNING OUTCOMES**

1. Discuss and explain a view of the library as central to civilization in general and in creating lifelong learners. Consider Palau's place within the information society.

2. Discuss and explain plagiarism, and understand the essential elements of citation systems.

4. Compare and contrast the characteristics of users in different types of libraries.

5. Outline the internal procedures within libraries, with a focus on services to users.

6. Demonstrate how to locate and shelve books.

**VI. COURSE CONTENT:**

**A. History**

1. Book printing
2. Libraries
3. Role in enriching lives
4. Information Society

**B. Academic standards**

1. Plagiarism
2. Citation systems
  - a. MLA style
    - i. In-text citations
    - ii. Works cited
  - b. Other styles (APA, Chicago, etc.)

**D. Characteristics of:**

1. School users
2. Public users
3. Academic users
4. Special users

**E. Internal Operations:**

1. Technical services
2. Circulation
3. Interlibrary loans
4. Reference services
5. Library instruction
6. Library activity programming
7. Impact of automation
8. Library policies and procedures

**F. Library Classification**

1. Dewey Decimal system
2. Card catalog
3. Shelving books

7. List and discuss international standards for libraries. Select key elements from within these standards that would be most appropriate to use within local libraries and compare these with existing library policies.

8. Discuss and explain censorship and freedom of speech and examine issues relating to libraries, local laws and community values.

G. Standards and Guidelines:

1. American Library Association
2. IFLA
3. Local libraries

H. Issues:

1. Censorship
2. Freedom of speech
3. Copyright law
4. Community values

VII. MATERIALS AND EQUIPMENT:

- A. Printed/online course materials
- B. Standard classroom materials
- C. Digital projector

VIII. TEXTS

Instructor-created course material

IX. METHOD OF INSTRUCTION:

- A. Lecture
- B. In-class discussion
- C. Supplemental activities and exercises
- D. Site visits

X. METHOD OF EVALUATION:

A. Grading Scheme

Class participation	10%
Assignments	35%
Quizzes	15%
Midterm	20%
Final	20%

B. Transmutation of % to letter grade

90 – 100%	A
80 – 89%	B
70 – 79%	C
65 – 69%	D
0 – 64%	F

