

## **Leatherby Libraries Information Literacy Program - FFC**

**Chapman University Fall 2011**

**Instructors:** Leatherby Libraries Librarians

**Reference Desk Phone:** (714) 532-7714

**Location:** Leatherby Libraries - 3rd Floor #305

**Reference Desk E-mail:** libweb@chapman.edu

### **Mission Statement of the Leatherby Libraries Information Literacy Program**

The mission of the Leatherby Libraries Information Literacy Program is to provide the Chapman University community with lifelong information literacy skills. The program supports the University's mission "to provide a personalized education of distinction that leads to inquiring, ethical, and productive lives as global citizens" and the Library's mission "to provide personalized services and relevant collections in support of the curricular, creative, and scholarly needs of the Chapman University community to ensure the development of the information-literate global citizen."

### **FFC Information Literacy Program Description**

The FFC Information Literacy Program is one component of the Leatherby Library's Information Literacy Program that reaches Chapman University students at the lower-division undergraduate, upper-division undergraduate, and graduate levels. The FFC component is comprised of the following: (1) library tours for incoming freshmen during Orientation; (2) Project SAILS, a standardized multiple choice assessment of information literacy skills, completed by all students during the summer and early fall timeframe; and (3) a 50-minute librarian-taught session attended by all students enrolled in the Freshmen Foundations Course (FFC).

### **Course Description**

The FFC Library Information Literacy Course introduces students to services and resources offered by Leatherby Libraries. Topics discussed include scholarly literature, avoiding plagiarism, search strategies, evaluating sources, and information retrieval. Students receive hands-on instruction on *Academic Search Premier*, a multidisciplinary database with a variety of information sources, including academic journal articles in the sciences, humanities, and social sciences.

### **Course Learning Outcomes**

After the library instruction session, students will be able to:

1. differentiate the characteristics of popular and scholarly (including peer-reviewed) periodicals.
2. construct basic search strategies using *Academic Search Premier* (EBSCO), a multidisciplinary database.
3. retrieve the full-text of journal articles at Leatherby Libraries in print and online formats.
4. evaluate information sources using criteria such as timeliness and authority.
5. recognize when information sources need to be cited to avoid plagiarism.

### **Required Reading**

Students are encouraged to review the *FFC Research Guide* (<http://chapman.libguides.com/ffc100>), an online component to the in-person session. The guide provides sections on how to: Find a Book (including Advanced Keyword Searching), Find an Article, Avoid Plagiarism, and Evaluate a Website.

### **Recommended Reading**

1. Leatherby Libraries' *Library Research Strategy* (<http://www1.chapman.edu/library/LRS/LRS.html>)
2. Association of College & Research Libraries' *Information Literacy Standards for Higher Education* (<http://www.ala.org/ala/mgrps/divs/acrl/standards/informationliteracycompetency.cfm>)
3. *The Oxford Guide to Library Research: How to Find Reliable Information Online and Offline* by Thomas Mann (Oxford University Press, 2005)

### **Academic Integrity/Code of Conduct**

Chapman University is a community of scholars which emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will not be tolerated anywhere in the university. Students are encouraged to view Chapman University's Student Conduct Code available on The Office of Student Conduct webpage (<http://www.chapman.edu/studentAffairs/conduct>).

### **Library Services & Resources**

#### **Research**

##### **1. Librarians & Research Assistance**

Librarians are here to assist you with your research and help you to be successful college students. Every librarian at the Leatherby Libraries has a master's degree in library science. Many librarians also hold a second advanced degree in another subject area. Librarians are available for in-person research assistance at the Reference Desk on the 1st floor. (Check the library's website for reference hours.) Librarians are also available for individual research consultations when you need in-depth help with your research.

##### **2. Research & Subject Guides**

Online research guides by subject are available on the library's website (Select Research/Subject Guides under Research). These guides point to resources to help you on assignments for almost any class.

##### **3. Research & Article Databases**

Access approximately 225 online databases by title or subject through the library's website. Many of these subscription resources provide you with full-text articles that are not freely accessible through Google and other search engines.

#### **4. Interlibrary Loan**

If the library does not have a book or article you need, we can get it for you from another library through ILLIAD, our electronic interlibrary loan system. Please visit the library's website for more information on how to request materials from other libraries, set up an account, or obtain general ILLIAD policies (Select Interlibrary Loan under Services). You may also stop by the Interlibrary Loan department on the 1st floor with any questions Monday-Friday 8:00am-5:00pm.

### **Books, Periodicals & Audio Visual Materials**

#### **1. Library Catalog**

The online library catalog is the place to go for finding books. The library catalog is the first search box directly under Start Your Search on the homepage of the library's website.

#### **2. Circulating, Reference, & Electronic Books**

The majority of books that may be checked out of the library are located on the 2nd and 3rd floors. Please visit the library's website ([www.chapman.edu/library/info/rules/checkoutpriv.pdf](http://www.chapman.edu/library/info/rules/checkoutpriv.pdf)) for check-out periods and the maximum number of items you may borrow at one time. Reference Books (library use only) are located on the 1st floor behind the Reference Desk. The library also has several online full-text e-book collections.

#### **3. Current Bestsellers & Graphic Novels**

The McNaughton Collection of current bestsellers and the Graphic Novels Collection are located on the 1st floor.

#### **4. Periodicals (Journals, Newspapers, & Magazines)**

Use the Journal Finder on the homepage of the library's website to find out if the library has a particular periodical. The library has a substantial collection of online and print scholarly journals and a wealth of online full-text newspapers, including current and historic newspapers dating back to 1800.

#### **5. DVDs, CDs, & Tapes**

Use the online library catalog to search for DVDs, CDs & tapes. A large collection of contemporary and classic feature films and television shows available for check-out is located in the John and Donna Crean Library of Film and Television on the 3rd floor.

### **Equipment**

#### **1. Computers, Wireless Access, & Support**

The library is a wireless environment with access available throughout the building. There are 84 computers with Internet access and Microsoft Office software (Word, Excel, and PowerPoint) available for student use on the 1st, 2nd, 3<sup>rd</sup>, and 4th floors. An additional 37 computers are available in the basement general use lab (B11). A walk-up Service Desk for computer technical support is located in the basement. Telephone support is available at (714) 997-6600. E-mail support is available at [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu)

## **2. Printing & Scanning**

Printing is available in the library. To print from any computer, you must have print credits. Black and white printing fees are \$.10 per sheet or \$.05 per side if double-sided. Color printing in the basement general use lab is \$.50 per side. Fees are automatically debited from your printing account. Visit [www.chapman.edu/computing/labs/printingpolicy.asp](http://www.chapman.edu/computing/labs/printingpolicy.asp) for information on printing accounts. If needed, additional print credits can be purchased using your declining balance account. All print credit issues are handled by the Service Desk in the library basement. The library provides 2 scanners on the 1st floor and 1 scanner in Education Media Room 311 on the 3rd floor. A specialized digital microfilm/microfiche scanner and print-photo scanner are also available on the 1st floor.

## **3. Fax**

Fax service is available at the 1st floor Circulation Desk. Faxing is limited to the continental U.S. All fax service fees are paid using your declining balance. Fees are \$1.00 per outgoing page and \$.50 per incoming page. A received fax will be held for 3 days.

## **4. Photocopiers & Microform Readers/Printers**

Photocopiers are located in the 1st floor Lewis Family Lounge and in both the 1st and 3rd floor copy alcoves. The Lewis and the 3rd floor photocopiers have double-sided capabilities using the automatic paper feeder. Fees for photocopies are \$.10 per copy. Payment for photocopies can be made using coin, bills, or your declining balance. Microform readers/printers are located in the copy alcoves on the 1st and 3rd floors. Fees are \$.10 per printed page. These machines only accept dimes.

## **Spaces**

### **1. Multi-media & Group Study Rooms**

There are 6 multi-media rooms located on the 2nd and 3rd floors. The multi-media rooms are available for online booking up to 7 days in advance. Room kits are checked out at the Circulation Desk. The rooms provide flat-panel viewing screens and other audio/visual equipment.

### **2. Group Study Rooms & Music Listening Room**

There are 14 group study rooms located throughout the library on the 1st, 2nd, and 3rd floors. Eight of the rooms are available for online booking up to 7 days in advance. A music listening room is located in the 3<sup>rd</sup> floor Music library. The room contains 3 music listening stations. Each station has a record player, CD player, and cassette player. Headphones are available for checkout at the Circulation Desk.

### **3. 24-Hour Study, Vending, & Library Cafe**

The Rotunda on the 1st floor is available for 24-hour study Sunday opening through Friday closing during the fall and spring semesters. (Hours subject to change and staff availability.) Vending machines with drinks and food snacks are available in the Lewis Family Lounge across from the Reference Desk on the 1st floor. Café service with coffee, espresso drinks, and snacks is available in the 1st floor Rotunda. The café is open all hours the library is open.