

SCHOOL OF LIBRARY AND INFORMATION STUDIES
University of Alberta

LIS 506
Introduction to Automation and Bibliographic Information
(Fall Term, 3 hours/week, 3-0-0)

Course Outline - Fall 1998

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Calendar

Description: An introduction to automation and its implications for library and information services.

Objectives: To provide students with basic computer literacy.

To give students a basic grasp of the issues related to hardware, software and systems for library applications.

To introduce students to the role of the computer in the bibliographic control of information.

To provide students with an awareness of the historical developments, activities and

Content: Introduction to computer hardware
 PCs and their components
Introduction to computer software
 Operating systems, applications
Introduction to computer system architecture
 Centralized, standalone, client/server
 The Internet and other networks
Introduction to bibliographic databases
 Representation and organization of information
 Provision of access to information
Computer Security
Other topics of interest (as time permits)
 Library automation and library consortia
 Electronic publishing
 Ergonomics

Methods: Lectures, lab assignments.

Course

Relationships: Required course. Prerequisite to: LIS 536, 537, 538.

Assignments

<u>and Evaluation:</u>	Weekly assignments	50%
	Midterm Examination (October 27)	15%
	Final examination (December 8)	35%

Marks are raw scores totalled at the end of the course and converted to the 9-point scale. A distribution of grades in the range of 6 to 9 will be expected with a mean in the range of 7.1 to 7.5.

Weekly Assignments:

The assignments are intended to give a brief introduction to software that has important applications in modern libraries. **Tentative** topics, values and due dates are summarized in the table below - **some changes may occur**. Late assignments will be accepted for up to a week after the due date, but will *normally* be penalized 10% of the value of the assignment for each day that they are late.

Given	Due	Value	Topic
Sept. 3	Sept. 17	4%	Computer Overview and E-Mail Introduction
Sept. 8	Sept. 24	4%	Word Processing
Sept. 15	Oct. 1	4%	World Wide Web
Sept. 22	Nov. 12	5%	LISTSERV's, Network News
Sept. 29	Oct. 15	5%	Spreadsheets
Oct. 6	Oct. 22	5%	Desktop Publishing
Oct. 13	Nov. 5	4%	Presentation Graphics
Oct. 20	Nov. 5	5%	Databases I - Microsoft Access
Nov. 3	Nov. 19	4%	Databases II - DB/Textworks
Nov. 10	Dec. 3	10%	HTML

Midterm Examination:

The midterm examination will be held on October 27. It will consist of short answer and/or multiple choice questions.

Final Examination:

The final examination will be held on Tuesday, December 8 at 9:00 am for both sections of the course. It will cover the entire course, and will consist of multiple choice and short essay questions.

Recommended

Readings: As assigned during the course.

Inclusive Language and Equity

The Faculty of Education is committed to providing an environment of equality and respect for all people within the university community. Accordingly, staff and students should adhere to the principles of inclusive language so that students' experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation, and ethnic background.

Approximate Lecture Schedule for Fall 1997

Sept. 3	Introduction to the Computer Lab and Electronic Mail
Sept. 8/10	Course Overview
Sept. 15/17	Computer Hardware
Sept. 22/24	
Sept. 29/Oct. 1	
Oct. 6/8	
Oct. 13/15	
Oct. 20/22	Computer Software
Oct. 27	Midterm Examination
Nov. 3/5	Computer Systems and Networks
Nov. 10/12	Representation and Organization of Information
Nov. 17/19	Providing Access to Information
Nov. 24/26	Computer Security
Dec. 1/3	Other topics of interest