

# Library Skills Syllabus

This nine week course will cover information literacy skills necessary to become a successful information user. The following topics will be focused on during this course:

- \*using CDLN (Central Dakota Library Network)
  - \*North Dakota State Library online resources
  - \*Dewey Decimal System
  - \*parts of a book
  - \*types of genre
  - \*plagiarism
  - \*primary and secondary sources
  - \*types of text
  - \*how to use an atlas, almanac, dictionary, thesaurus, and encyclopedia
  - \*research skills such as:
    - developing a topic
    - identifying potential sources
    - develop, use, and revise search strategies
    - evaluate sources
    - use information responsibly, ethically and legally
  - \*citing sources
  - \*reading for pleasure---becoming a life long reader
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Students are expected to be in class on time. You are tardy if you are not in the library.

Come to class prepared with a writing utensil, an iPad, and a book to read.

Leaving class to use the restroom will be limited to minimal usage.

Students will treat each other with respect. Treat others how you would like to be treated.

Assignments are expected to be handed in on time. Late work will be put in as a zero until the work is turned in. All work must be completed and turned in. Zeros are not accepted as a final grade for homework or projects.

If you have questions or concerns please come and visit with me anytime I am not in a scheduled class. Please check the schedule outside the library for class schedule times. You may also email me at [kathy.cline@k12.nd.us](mailto:kathy.cline@k12.nd.us)