

SIMON FRASER UNIVERSITY

S.71-109

MEMORANDUM

To..... SENATE

From..... SENATE COMMITTEE ON UNDERGRADUATE
STUDIES

Subject..... CURRICULUM CHANGES: NEW UNDER-
GRADUATE COURSE, GENERAL STUDIES
080-3, S.71-109

Date..... SEPTEMBER 16, 1971

MOTION: "That the new course proposal from the Division
of General Studies - General Studies 080-3 -
Access to Information; the Role of Libraries,
as set forth in Paper S.71-109 be approved."

If approved, the following motion will be made:

"That Senate suspend its rules with regard to
the two semester time lag requirement for the
offering of new courses in order that General
Studies 080-3 may be first offered in the
Spring semester, 1972."

SIMON FRASER UNIVERSITY

S.71-109

MEMORANDUM

To..... SENATE

From..... Senate Committee on
Undergraduate Studies

Subject..... New Course Proposal, General Studies
080 - Access to Information; the
Role of Libraries.

Date..... September 16, 1971.

MOTION

The Senate Committee on Undergraduate Studies has approved the new course proposal from the Division of General Studies -

General Studies 080 - Access to Information;
the Role of Libraries,

and recommends approval by Senate.

MOTION

It further recommends suspension of the two-semester time-lag requirement for the offering of new courses in order that General Studies 080-3 may be first offered in the Spring Semester, 1972.

HME:jb

SIMON FRASER UNIVERSITY

MEMORANDUM

SCUS 71-8

As approved, with
modifications, by
SCUS, August 9, 1971.

Mr. H. Evans

From R.C. Brown

Secretary - Senate Committee on
Undergraduate Studies

Acting Dean/General Studies

Subject New Course Proposal
General Studies 080

Date July 14, 1971.

The new course proposal 'Access to Information: The Role of
Libraries' is recommended by the library staff, with my approval,
to the Committee for its consideration.

RCB/lbs

RECEIVED

1971-7-14

EDWARD STRATTON
CHANCELLOR

S.F.U. LIBRARY

NEW COURSE PROPOSAL

Date:

1. CALENDAR INFORMATION

Department: Library **Course Number:** **Title:** Access to Information
General Studies 080 The Role of Libraries

Sub-title or Description:

An introduction to Libraries and their resources, with emphasis on systematic research methods and the reference literature.

Credit Hours: 3

Vector Description: 1-1-1

Pre-requisite(s): Students should be at least 2nd semester, second year. It is recommended that students not undertake this course prior to completion of the first semester at this University (or its equivalent).

2. ENROLMENT AND SCHEDULING

Estimated Enrolment:

Semester Offered (e.g. yearly, every spring; twice yearly, fall and spring:)
To be first offered as an experimental course and, if successful, then yearly, every spring.

When will course first be offered?

Spring 1972.

3. JUSTIFICATION:

A. What is the detailed description of the course including differentiation from lower level courses, from similar courses in the same department, and from courses in other departments in the University?

For a detailed description, see attached outline.
There is no similar course given in the University.

B. What is the range of topics that may be dealt with in the course?

Libraries as contemporary institutions and as mechanisms for conveying and preserving information; internal systems for organizing collections and access; such as catalogues, classification schemes, and computerized methods; bibliographies and indexes, both general and by specific subject fields; library resources at SFU and in the Vancouver area.

- C. How does this course fit the goals of the department?

It would develop more sophisticated use of the library by the students.

- D. How does this course affect degree requirements?

It could be accepted by General Studies and those Departments that find it useful.

- E. What are the calendar changes necessary to reflect the addition of this course?

It would require a new calendar entry.

- F. What course, if any, is being dropped from the calendar if this course is approved?

None.

- G. What is the nature of student demand for this course?

Several representatives of the Student Society have requested or supported such a course; the survey of March, 1970, and the day-to-day experience of librarians with students indicate that it is needed.

- H. Other reasons for introducing the course.

See attachment.

4. BUDGETARY AND SPACE FACTORS

A. Which faculty will be available to teach this course?

Several librarians would share the responsibility. The lectures would be given by a selected group; the seminars would be turned over to librarians working in the specific bibliographical field.

B. What are the special space and/or equipment requirements for this course?

None.

C. Any other budgetary implications of mounting this course?

None.

Approval:

Curriculum Committee:

Dean of Faculty:

Robert C. Brown

Senate:

APOLOGIA

4.

During the past five years ad-hoc lectures have been given by librarians to classes in Anthropology, Archeology, Biology, Economics and Commerce, Education, Geography, History, Kinesiology, Linguistics, and Literature. While we are quite willing to help orient students in any way possible, these lectures are always dependent upon the individual librarian's work load and schedule. Most of the librarians who would participate in giving this course are now giving approximately 150 lecture hours per year in classes at the request of faculty. These kinds of lectures are usually given only once per course and cannot begin to acquaint the student with the complexities of the library and its resources. At best they can serve to introduce a few key bibliographies for use in a particular course or subject.

In a survey concluded by the Systems Division in March, 1970, only 50% of the 225 students interviewed were satisfied with the material they found by themselves. (And this does not mean that they found enough material to complete their given assignments.)

Several hundreds of thousands of dollars are spent yearly in building the library's collections. At SFU great emphasis is placed on students doing individual research at all levels.

For all these reasons we feel that a course on the library and its resources would be of service to the student population. A course would provide routine instruction in the use of the library and interested faculty could advise their students to attend it. Students who took the course would have a fuller and more rewarding experience of the library in terms of both their advanced subject courses (graduate as well as undergraduate), and their own personal uses.

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Part-II - Seminars

Plan for Seminars

Example I - History Seminar - Outline

Example II - Health Sciences Seminar - Outline

PART I - LECTURES

COURSE INTRODUCTION

LECTURE I

I. Mechanics of Course:

- A. Explanation of purpose
- B. Schedule of lectures
- C. Interest profiles
- D. Introduction of lecturers
- E. Reading lists
- F. Research projects

II. History of Libraries:

- A. Early development
- B. Early university libraries
- C. Modern university libraries

III. Functions of Modern University Libraries:

- A. Support curriculum
- B. Support faculty research
- C. Archival function
- D. General education and interest

S.F.U. LIBRARYLECTURE II

This lecture will be devoted to a discussion of the S.F.U. Library. We will examine the Library's organization chart and consider the functions of each Division and the special services offered.

I. Organization Chart

II. University Librarian:

- A. Function
- B. Areas of responsibility

III. Collections Divisions

A. General responsibilities

- 1. Public service
- 2. Collections development

B. Social Sciences

- 1. Staff organization
- 2. Documents
- 3. Archives
- 4. Newspapers
- 5. Map collection
- 6. Special instruction
- 7. Curriculum collection
- 8. Theses

C. Humanities

- 1. Staff organization
- 2. C.L.C. and indexes
- 3. Special Collections
- 4. Manuscripts
- 5. Special instruction
- 6. Periodical reading room

IV. Information Systems Divisions:

A. Systems Division

1. Function
2. Staff organization
3. Methodology
4. Sample projects
5. Instruction - staff

B. Loans Division

1. Mechanized circulation system
 - a. Old system
 - b. New system - Phase I
 - c. New system - Phase II
2. Staff organization
3. Loan regulations
4. Reserve collection
5. Inter-library loan

C. Audio-Visual

1. Staff organization
2. Reference to Lecture three for further information
3. General discussion - function of non-print material in libraries

V. Processing Divisions:

A. Acquisition Division

1. General responsibilities
2. Staff organization
3. Student and faculty participation
4. Monograph section
5. Serial section
6. Pre-bindery

B. Cataloguing Division

1. General responsibilities
2. Staff organization
3. Reference to cataloguing lecture for further information

VI. Summary

AUDIO VISUALLECTURE III

- I. Introduction to Media:
 - A. Multi-screen presentation
(3 projectors, 3 screens with audio)
 - B. Multi-screen presentation
(6 projectors, 3 screens with audio)
 - C. Audio tape playback
 - D. Film, short, documentary
 - E. Film, short, animated
- II. Availability of Media:
 - A. Audio Visual Centre media collections
 - B. Access to media collections
 - C. Acquisitions, rental and loan of media materials
- III. Making of Media:
 - A. Photography
 - B. Cine
 - C. Sound
 - D. Graphics

LIBRARY RESOURCESLECTURE IV

I. Library Resources in Vancouver and B.C.

A. U.B.C.

1. Human relations area file
2. ERIC microfiche
3. Serials
4. Special collections
5. Law library
6. Government documents

B. Vancouver Public Library

1. Business collection
2. North west collection
3. Fine Arts collection

C. New Westminster Public Library

1. Local and B.C. history
2. New Westminster Columbian

D. Legislative Library - Archives

1. Vancouver and Victoria newspaper indexes
2. B.C. Newspapers

II. Library Cooperation:

A. Newspapers at SFU, UBC and UVic

B. UBC and SFU

1. Xerox
2. Library-use privileges

C. Interlibrary Loan

1. National Library
2. CAMP
3. Centre for Research Libraries

CLASSIFICATION AND CATALOGUING

LECTURE V

This lecture will attempt to explain how materials (books, serials, tapes, film, etc.) in a library are organized so that they can be located by subject or by individual author or title.

I. Classification and Schemes of Classification:

A. Library of Congress classification

1. Possibilities of expansion
2. Economic factors
3. Local adaptations of LC

B. Dewey Decimal System

C. Other schemes

II. Cataloguing:

A. Function of catalogue

B. Elements of catalogue card

C. Types of catalogues

1. Subject catalogue
 - a. Subject headings
 - b. Cross-references, subdivisions, etc.
 - c. Filing arrangement
2. Author/title catalogue
 - a. Main entry
 - b. Added entry
 - c. Filing arrangement

REFERENCE TOOLSLECTURES VI - VIII

This outline covers the first three lectures (6-8) on reference tools. The lectures will attempt to define these types of references and teach how to evaluate them.

The reference books chosen are chosen for their general nature and may or may not be included for later lectures in subject areas. They do not constitute a definitive list and could certainly be changed or added to by the lecturer.

I. Reference Tools - Definition

II. Kinds of Reference Books:

A. Bibliographies

1. Definition
2. Types of bibliographies
3. Evaluation of bibliographies

B. Indices:

1. Definition
2. Types of indices
3. History
4. Evaluation

C. Encyclopaedias

1. Definition
2. Types
3. History
4. Evaluation

D. Dictionaries

1. Definition
2. Types
3. History
4. Evaluation

E. Yearbooks

1. Definition
2. Types
3. Evaluation

F. Handbooks

1. Definition
2. Types
3. Evaluation

III. Reference Books to be Presented:

A. Bibliographies

1. CBI
2. LC National Union Catalogue
3. British Museum, general catalogue of printed books
4. ULS & NST
5. Besterman
6. Bibliographic Index

B. Indices

1. Essay & General Literature Index
2. Poole's Index to Periodical Literature (and supplements)
3. Readers' Guide
4. Social Sciences & Humanities Index
5. British Humanities Index
6. Canadian Periodical Index
7. P.A.I.S.
8. Book Review Digest
9. Index to Book Reviews in the Humanities
10. Book Review Index

C. Encyclopaedias

1. Encyclopaedia Britannica
2. Encyclopaedia Americana
3. Collier's Encyclopaedia
4. Encyclopaedia Canadiana

D. Dictionary

1. Oxford English Dictionary
2. Webster's New International (2nd and 3rd)
3. Funk and Wagnalls New Standard Dictionary
4. Random House Dictionary of the English Language
5. Webster's Seventh New Collegiate Dictionary
6. Dictionary of Canadian English

E. Yearbooks

1. Britannica Book of the Year
2. Americana Annual
3. Canadian Almanac
4. Information Please Almanac

F. Handbooks

1. Bartlett's Familiar Quotations
2. Statistical Abstract of the United States
3. U.N. Statistical Yearbook
4. Canada Yearbook
5. Guinness Book of World Records

GOVERNMENT PUBLICATIONS

LECTURE 9/10

Governments publish in the fields in which they have constitutional authority. Therefore one must be familiar with a country's division of powers when seeking specific information, as well as with the type of publication generated by the three traditional arms of government. Publications reflect the nature, interests and problems of the area governed and tend to be current.

In format and variety government publications range from single sheets to multi-volumed sets including maps and charts, pamphlets, research and technical reports, monographs, serials, press releases, looseleaf services -- even films and tapes. This complexity plus the trend towards microform publishing has resulted in special handling procedures for the purchase, housing and subject retrieval of government documents originated at the University of Guelph and will be operative at S.F.U. Library within a year.

The discussion of specific categories of documents will be limited mainly to Canadian, municipal, provincial, and federal publications of interest to social science students and will stress the elusive, subject approach.

I. Retrieval of Government Documents:

- A. Card catalogue and government documents card catalogue.
- B. Subject indices in government publishers' catalogues.
- C. Other indices and bibliographies.

II. Government Documents by Subject:

A. Political Science and History

- 1. Debates, votes and proceedings, journals
- 2. Statutes, by-laws, regulations, ordinances; treaties

3. Official gazettes
4. Election returns, voters lists, electoral boundaries
5. Sessional papers
6. White papers and policy statements
7. Propaganda

B. Economics and Commerce

1. Statistics -- e.g. D.B.S., Dept. of Trade and Industry, Finance, and Labour
2. Reports of courts and quasi-judicial bodies, eg. Exchequer Court of Canada, Labour Relations Boards
3. Census returns

C. Geography

1. Parks -- National Parks Service
2. Climate -- Meteorology Branch
3. Soil -- Geological Survey
4. Maps -- road, topographical, aerial
5. Urban geography -- municipal sources, (eg. Town Planning Divisions)

D. Anthropology, Archaeology

1. National Museum of Canada, Provincial Museum, Victoria
2. Indian Affairs Department

E. Education

1. Curriculum guides, course outlines, book lists, statistics -- provincial Depts. of Education, federal Indian Affairs Branch
2. Historical monographs, bibliographies and statistics -- D.B.S.
3. Research studies -- metropolitan school boards
4. Provincial royal commissions on education

PART II - SEMINARS

PLAN FOR SEMINARS

Each student will select two subject areas from the following list and attend the seminars:

Linguistics

Philosophy

Education and Psychology

History and Political Science

Anthropology, Sociology, Archeology

Commerce, Economics

Geography

Physics and Mathematics

Life Sciences

Chemistry

Geology

The student will complete a bibliographical assignment to the satisfaction of the instructor in each of the two subject area seminars attended. These assignments could be lengthy bibliographies on particular subjects done in a standard format

(Turabian, MLA Style Sheet), or shorter, annotated bibliographies, which would require perceptive reading of the material.

The following are examples of lectures to be given at the outset of the seminars.

SAMPLE SEMINARS

History and Political Science

Purpose: The study of history discovers meaning in the past or in the present while political science is concerned with the behaviour of governments. This lecture will discuss what information may be needed and where to find it.

Method: In any choice of topic, whether it be a man, an event, an idea, a political party, several factors should be considered.

I. Factors to consider

1. The historical background
2. The environment; political
economic
social
religious
3. Various points of view
4. Current opinion
5. Retrospective opinion

II. Card catalogue: To find relevant books use Library of Congress Subject Headings where necessary. Comb the relevant headings noting; date of publication
bias of author
bibliographies

III. Survey article: To give a bird's-eye view of topic, check Encyclopedia Britannica, Encyclopedia of the Social Sciences, Cambridge Histories, Royal Institute of International Affairs Survey

IV. Bibliographies: Bibliographical Index

V. Periodical Indexes: To find current scholarship, retrospective commentary, opinion of the times, use;
Readers' Guide
Social Science-Humanities Index
British Humanities Index
Historical Abstracts
Public Affairs Information Service
Times Index
New York Times Index

VI. Reference Books: For quick facts to fill in the gaps or add peripheral material not required in depth use relevant examples of the following;

- Handbooks
- Yearbooks
- Statistics
- Atlases
- Pamphlets

Seminars for H. Sciences.

19 and 20. Life Sciences and Chemistry

1. Purpose

These seminars are intended to show students how to search expeditiously for information in the sciences by introducing some of the more important scientific indexes and abstracts, including conventional as well as computer produced subject indexes, such as rotated (KWIC) and permuted title indexes; by describing the features and uses of the research and review papers; and by highlighting standard general reference works, such as, scientific and translating dictionaries, handbooks, data tables, bibliographies, outstanding treatises, and books on nomenclature.

2. Introduction

1) The revolution in scientific communication - the scientific research paper, an invention whose birth was dependent upon the origins of the first national scientific societies which established the first scientific periodicals (1600's).

2) The scientific paper and the scientific journal began to assume the function of the book and/or monograph as a source of primary information: Advantage of timeliness.

3) About 60 - 70 years later, with the growing number of journals - about 300 - the need arose for an indexing or abstracting journal - a publication which would provide access to the, at that time, mass of scientific information and which would be issued periodically.

4) Today, we have a list of about 50,000 scientific periodicals that have been founded - some 30,000 of these are still being published. These journals have produced a total of about six million papers, increasing now at the rate of about $\frac{1}{2}$ million a year.

3. The scientific paper

- 1) Function
- 2) Features

4. The review paper (and the annual)

- 1) Function
- 2) Features

5. The indexing and abstracting publication

(Annotated list of publications to be distributed to students)

- 1) Features
- 2) Subject indexes
 - A. Conventional subject indexes
 - B. Computer produced subject indexes
 - a) Rotated or key-word-in-context (KWIC) index
 - b) Permuted or key-word-out-of-context (KWOC) index
- 3) Examples of indexes and abstracts
 - A. Publications designed primarily for current awareness
 - a) Current contents
 - b) Chemical titles
 - c) BioResearch index

B. Publications designed for current and retrospective literature searches.

- a) Abstracts on hygiene
- b) Abstracts of mycology
- c) Bibliography of Agriculture
- d) Biological abstracts
- e) Biological and agricultural index
- f) Chemical abstracts
- g) CSIRO abstracts
- h) Current bibliography for aquatic science and fisheries
- i) Deep sea research, oceanographic abstracts and oceanographic bibliography section
- j) Entomological abstracts
- k) Ergonomics abstracts
- l) Excerpta medica
- m) Health aspects of pesticides abstract bulletin
- n) Helminthological abstracts
- o) Index medicus
- p) Pollution abstracts
- q) Review of applied entomology
- r) Science citation index

C. Specialized publications designed for current and retrospective

- a) Directory of published proceedings
- b) Dissertation abstracts international
- c) Monthly catalog of U.S. government publications
- d) U.S. government research and development reports
- e) World index of scientific translations
- f) SFU KWIC index to U. of Oregon theses on microfilm

D. Publications designed for retrospective literature searches

- a) Selected bibliography on algae
- b) Zoological record
- c) International catalog of scientific literature
- d) Catalog of scientific papers

6. How to search the literature - the use of subject and citation indexes

7. Locating journals -- the SFU Serials Printout and the Union Catalogs

8. Reference works in the Sciences

- 1) Bibliographies
- 2) Scientific dictionaries
- 3) Translating dictionaries
- 4) Handbooks and data tables
- 5) treatises
- 6) Books on nomenclature
- 7) Experimental technique and analysis

9. Recent developments in information storage and information retrieval

- 1) Microform (Microfilm Microfiche, Microprint)
- 2) Magnetic tape and tape searching services such as CAN/SDI.