Methods and Tools in Libraries 1
Bibliotekens redskap och arbetsmetoder 1
7.5 credits
7.5 högskolepoäng

Ladok Code: C3FRA1
Version: 2.0
Established by: Utskottet för utbildningar inom bibliotek, information och IT 2017-04-25
Valid from: Autumn 2017

Education Cycle: First cycle
Main Field of Study (Progressive Specialisation): Library and Information Science (G1F)
Disciplinary Domain: other
Prerequisites: Basic knowledge in Library classification and User studies or equivalent.
Subject Area: Library and Information Science
Grading Scale: Seven-degree grading scale (A-F)

Content
The course introduces some methods and tools in libraries that are central both with a user perspective and for the librarian. The course deals with techniques for reference work and service in the library. Other themes in the course are the library space, collection management and digital library systems. The course also focuses on oral presentation skills.

Learning Outcomes
After passing the course the student should be able to, concerning,

Knowledge and understanding
1.1 Present knowledge in terms of way of dealing with the users, service, reference work and how the libraries can be able to meet the users in the organisation.
1.2 Describe central principles in collection management.

Competence and skills
2.1 To meet the users of the libraries in a professional way.
2.2 To perform appropriate oral presentations.

Judgement and approach
3.1 In the basis of recent research in library- and information science reflect on reference work from a user perspective and the way of dealing with the users.
3.2 In the basis of recent research in library- and information science reflect on the library space from an analog and digital perspective.

Forms of Teaching
Tuition is conducted through lectures, workshops and seminars.

The language of instruction is English.

Forms of Examination
- Seminar: Participatory observation
Learning outcomes: 1.1, 3.1
ECTS: 1,5
Grading scale: U-G
- Workshop: Reference work and service
Learning outcomes: 1.1, 2.1, 3.1
ECTS: 1.0
Grading scale: U-G

- Written assignment: Library space and collection management
  Learning outcomes: 2.1
  ECTS: 3.5
  Grading scale: A-F

- Seminar: Oral presentation of written assignment
  Learning outcomes: 1.2, 2.1, 2.2, 3.2
  ECTS: 1.5
  Grading scale: U-G

For a passing grade (A-E) on the entire course, the grade (G) is required on Seminar: Observation, Workshop: Reference work and service and Seminar: Oral presentation of written assignment together with at least grade E on Written assignment: Library space and collection management. A higher grade on the entire course is thereafter determined by the grade on Written Assignment: Library space and collection management.

Workshop and seminar can be replaced by a written assignment if a student has failed to fulfil the workshop and seminar requirements or has been absent.

Seminar: Oral presentation of written assignment cannot be replaced with another examination form.

In the event of changes in course plans students who wish to complete courses can be examined on the basis of the most recent version of the course plan. For courses that are no longer running, students who wish to complete such courses can read all or part of an equivalent course.

Student rights and obligations at examination are in accordance with guidelines and rules for the University of Borås.

**Literature and Other Teaching Methods**

The literature is in English.


In total: 606 p.
In addition aprox. 100 pages literature independently chosen

**Student Influence and Evaluation**

The course is evaluated in accordance with the current guidelines for course evaluations at the University of Borås, where students' views should be sought. The course evaluation report will be published and disseminated to participating and prospective students in accordance with the current guidelines, and forms the basis for future development of courses and training programs. The course coordinator is responsible for that the evaluation is performed according to current guidelines.

**Miscellaneous**

The course is a freestanding course.