



Module Descriptor

Library Research

Award Type: Minor
Award Level: 3
Award Code: 3N1051
FÁS Assessment Code: 3N1051-041
Validation Date: 22 November 2011

Revision 1.0

Module Descriptor

Purpose: The purpose of this module is to equip the learner with the knowledge, skill and competence to use the library as a source of research information, under supervision.

Module Duration: The learning effort required from a typical learner to successfully achieve the stated learning outcomes for the module is **100 (one hundred)** hours

Learning Outcomes: By the end of this module, the learner will be able to:

1. Explain secondary sources of information for data research
2. List a limited range of secondary data sources and repositories
3. Apply in writing for a library reader's card
4. Explain the term plagiarism
5. Demonstrate an ability to locate and use manual and computerised catalogues including library catalogues, archival materials, digital materials
6. Describe safety and security precautions to be implemented when handling research materials
7. Identify and choose relevant visual materials, including maps and photographs, for a specific research project
8. Complete with guidance a research project report following a specified format including references and bibliography.

Key Learning Points

Learning Outcome 1: Explain secondary sources of information for data research

Key Learning Points

- Understanding the difference between primary and secondary sources for data research
- Defining the term secondary
- Defining the term primary

Learning Outcome 2: List a limited range of secondary data sources and repositories

Key Learning Points

- Identifying types of secondary data sources
- Understanding the term repository
- Distinguishing between a source and a repository
- Identifying the relevant repositories and their locations

Learning Outcome 3: Apply in writing for a library reader's card

Key Learning Points

- Access and obtain readers ticket application form
- Applying reading skills by reading library rules and regulations
- Applying writing skills by completing application form
- Complying with the conditions of the application such as valid ID, passport photographs etc.

Learning Outcome 4: Explain the term plagiarism

Key Learning Points

- Understanding the definition of plagiarism
- Identifying what is and is not plagiarism
- Using referencing to give proper recognition to other people's work

Learning Outcome 5: Demonstrate an ability to locate and use manual and computerised catalogues including library catalogues, archival materials, digital materials

Key Learning Points

- Understanding the types of manual catalogues
- Using manual catalogues
- Using a microfilm
- Using computerised catalogues to locate relevant materials
- Understanding the benefits and potential of searching computerised catalogues
- Applying reading and spelling skills

Learning Outcome 6: Describe safety and security precautions to be implemented when handling research materials

Key Learning Points

- Understanding the correct procedures that must be adhered to when using research materials
- Recognising the effects that poor hygiene or various hygiene products could have on research materials
- Following the rules and regulations of each repository

Learning Outcome 7: Identify and choose relevant visual materials including maps and photographs, for a specific research project

Key Learning Points

- Identifying relevant materials for a specific research project
- Identifying locations of relevant materials
- Gain access to the materials
- Understanding the copyright conditions relating to specific materials

Learning Outcome 8: Complete with guidance a research project report following a specified format including references and bibliography.

Key Learning Points

- Understanding the structure of a report
- Arranging data into relevant sections
- Understanding the process of referencing sources
- Creating a bibliography
- Applying reading skills
- Applying writing skills

Assessment Specification

Award Title	Library Research
Award Type	Minor
FÁS Assessment Code	3N1051-041
Award Code	3N1051
Credit Value	10

Learning Outcome*	Performance Criteria (Knowledge, Skill & Competence)	Assessment Techniques	Weighting	Assessment Instrument	Assessment Evidence
L01	Knowledge	Portfolio	10	Activity A1	Information Folder
L02	Knowledge	Portfolio	10	Exercise E1	Exercise Sheet
L03	Skill	Portfolio	10	Exercise E2	Exercise Sheet
L04	Knowledge	Portfolio	10	Activity A2	Information Folder
L05	Knowledge Skill	Portfolio	15	Activity A3	Activity Sheet
L06	Competence	Portfolio	10	Exercise E3	Exercise Sheet
L07	Knowledge Skill	Portfolio	15	Activity A4	Activity Sheet
L08	Competence	Portfolio	20	Activity A5	Written Report

Suggested Learning Methodologies

- Note taking
- Practical work training
- Simulated work environment
- Activities
- Exercises
- Discussion groups
- Text books
- Videos/DVDs
- Internet
- Role plays

Specific Module Requirements

- Computer with internet connection
- Research report template

Suggested Learning Resources

All of the learning resources for this module, including those mentioned below are available in the Learning Resource Pack for Library Research on the Moodle Community Services Curriculum and Assessment page. You can access the CSCA Moodle web page from this link: <http://www.ecollege.ie/site/home.html> If you do not already have a username and password, ask your supervisor to contact us at CSCA@fas.ie

As well as enabling the learner to meet the requirements of the module Learning Outcomes, the resources contained in this Learning Resource Pack address the development of the learner's generic skills as outlined in the following sections.

Generic Skills: Literacy and Numeracy

The learners will maintain a [Learning Diary](#) throughout the course in order to record and file any useful and relevant information on any aspect of library research.

At the end of every week the learners will complete a short [Weekly Reflective Sheet](#) in order to reflect on their learning and progress during that week.

This Weekly Reflective Sheet will assist the learners to develop their generic skills of literacy, numeracy, communications and quality awareness and will give learners an opportunity to develop their writing skills.

The learners will create a [Personal Dictionary](#) of new words, key words and terms relating to library research. This Dictionary will be updated each week and kept in the Learning Diary.

The learners, as a group, will add words and terms to a [Key Word and Terminology Bank](#) in the classroom, relating to conducting library research. The learners will find words listed in text books, class notes, DVDs and internet websites etc.

Generic Skill: Teamwork and Communications

Learners will discuss the importance of teamwork with the instructor using the [Teamwork Guide](#).

Learners will take part in a [Teamwork Exercise](#) by designing, planning and carrying out a project which will incorporate group discussions.

The learners will complete the [Team Review Sheet](#) after completing the Teamwork exercise.

Recommended by: _____
Manager Training Policy Development and Support

Approved by: _____
Director Training Policy Development and Support