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| **Week**  **Four** | **The Library's Role in the Information Universe** |
| Goal(s) | Explore libraries, their organization systems, and some of the tools they provide for research. |
| Overview | This week, with your topic ideas in mind, you will begin to explore how information is organized for retrieval. The best way to understand organization is to consider how and why you need it. Keeping your life together by making lists and keeping calendars are ways to stay organized for time management and general efficiency.  Another type of organization is used for large collections of items or information. In libraries, the most prominent example is the library catalog, which has evolved over time into a highly useful tool for finding books and other information. This week, you'll use a library catalog and you'll explore other organization systems that make life easier for researchers. Look around your house, your work, and other places you go this week for systems of organization and consider how and why they are arranged. You will also consider the use of alternative sources. |
| Objectives | * Recognize basic principles of data organization and retrieval found in an online database * Recognize basic systems of organization found in academic libraries * Use an academic library to find some information on your research topic * Identify the main argument of a work and reflect upon its possible biases |
| Other Comments | Be sure to print the contents of the week’s assignments to use as a checklist. |
| Course Outcomes Addressed | * Develop and research a topic of global importance * Demonstrate the ability to locate, interpret and cite the relevant and appropriate information resources on a topic * Recognize authors’ arguments and the political, social and economic motivations behind their work * Apply the information research process to your research topic |

#### **Week Four Assignments**

* Organizing Information: Outline the organization of something in your life such as DVDs, shoes, beads etc.
* Databases: Retrieve information from two online databases and analyze the access points of the database. Write an essay on what you found. Respond to the assignments of two classmates.
* Library catalog: Use a library catalog to identify appropriate books (and e-books) on your topic.
* Academic library visit: Visit an academic library to discover the services, resources and tools available there; look for books and encyclopedia articles that may become a part of your final project.
* Weekly Reflection: Reflect on the course content. Reflect on the application of the course content to your life. Review how you have applied your time management skills during the week.