Division Humanities

Course Title SPECIAL PUBLICATIONS

Semester and Year Submitted REVISED Spring 2017 Credit Hours 3

Prepared by Melissa Huffman

Hours per Week: Class 3 Lab 0

Course Description (as it appears in Catalog)

This course is designed to familiarize the student with materials unique to the medical, government, legal and genealogical fields. It will introduce the unique terminology of those fields, including MESH terminology, legal citations, and genealogy research methods and sources. It will also look at the Superintendent of Documents catalogs and indexes, the National Library of Medicine, the Government Printing Office and its functions and operation. Federal statutes and Supreme Court documents, the depository library system; state and local documents will also be covered, as well as ordering, acquisition and cataloging records; indexing, data bases and microforms.

Prerequisites NONE

Text (s): Title NONE

Author NONE

Publisher NONE

Copyright Date NONE

ISBN# NONE

Reading Level

Supplemental Materials: (other books, audio visual aids, etc.)

Instructor-prepared materials, multimedia presentations, guest lectures, student papers, live discussion.

NOTE: This class is designed to be delivered over the Internet.
RATIONALE:

LTA 1302 is designed to provide the student with information he or she will need in the areas of medical, legal, government and genealogical documents. These areas are increasingly important sources of information for the general populace; and public as well as research and academic libraries are making these documents available to their patrons in both print and electronic formats. The acquisition, storage, and distribution of these documents will be introduced.

COURSE OBJECTIVES:

The student will be able to:

1. Define the Library Technical Assistant’s contribution to the use of medical, legal, government and genealogical publications.
2. Describe medical, legal, government and genealogical publications and their usefulness as information sources in different types of libraries.
3. Understand the problems involved in housing government publications in libraries and accessing them for use.
4. Be familiar with the rapid proliferation of medical, legal, government and genealogical documents in electronic formats, and both the problems and possibilities of use in a variety of formats.
5. Understand the various types of Federal, state and local government publications.
6. Identify the methods used to acquire and share government publications.
7. Describe the methods of bibliographic control used for all government publications.
8. Understand how records for government publications are kept in libraries.
9. Be able to search and use, at an introductory level, the various medical, legal, government and genealogical publications.

METHODS OF INSTRUCTION:

Instructional methods may include lecture, instructor-prepared materials, video recordings, online demonstrations, multimedia presentations, class discussion, exams and student reports.

ASSESSMENT:

Student evaluation may include the following: exams, reports (oral and/or written) and library research exercises. The importance of class attendance may vary with individual instructors and should be explained at the beginning of the class.

COURSE CONTENT OUTLINE:
Unit I
The material in this unit gives the student some general information about Library Technical Assistants, what the course content is. Objective 1 is utilized.

Introduction
A. Information about the LTA Program
B. Information about the class
C. Outline of the course
D. The library technical assistant

Unit II
The material in this unit utilizes objectives 1, 3 and 4.

Medical Publications
A. National Library of Medicine.
B. Types of medical publications
C. Medical Subject Headings (MESH)
D. Medline and PubMed searching

Unit III
The material in this unit utilizes objectives 4, 5, 6, 7 and 8.

Federal Government Publications
A. The Government Printing Office
B. SuDocs Classification
C. Depository libraries
D. Acquiring Federal Government publications
E. Types of Federal Government publications
F. Bibliographical control of Federal Government publications
   1. Cataloging
      a. Monthly Catalog
      b. OCLC
   2. Indexes
      Catalog of U.S. Government Publications
   3. Record Keeping

Unit IV
The material in this unit utilizes objectives 4, 5, 6, 7 and 8.

State Government Publications
A. Functions and publications of state government
B. Oklahoma State publications
C. Depository library roles
D. Acquiring state government publications
E. Bibliographic control of state publications
Unit V
The material in this unit utilizes objectives 4, 5, 6, 7 and 8.

Local Government Publications
A. Functions and publications of municipal governments
B. Oklahoma City publications
C. Sharing of municipal publications
E. Bibliographic control of municipal publications

Unit VI
The material in this unit utilizes objectives 2, 3, and 9

Legal Publications
A. Legal Citations
B. Laws
C. Regulations
D. Court System
E. Westlaw & Lexis

Unit VII
The material in this unit utilizes Objectives 2, 4, and 9

Genealogical Publications
1. Techniques:
   a) Charts and Forms and how to acquire information for them
   b) How to handle mailing lists and photographs
   c) How to organize your genealogical data
   d) Genealogical Computer Software
2. General Web searches
   a) Surname Sites through basic Internet surfing, Search Engine Tips
   b) Visit the most popular genealogical sites on the web
3. Specific resources
   a) Vital Records: Birth, Adoption, Marriage and Death
   b) Census, Tax and Land Records
   c) Maps, Gazettes, Atlas' Photographs
   d) Military Records for Genealogical Gleaning
   e) Native Americans, African American, Hispanic
   f) Jewish, Quakers, Lutheran, Mennonite, Huguenot Latter Day Saints, Other Religions