

Badji Mokhtar University - Annaba  
Faculty of Humanities and Social Sciences  
Department of Library and Information Science

Field: Humanities and Social Sciences  
Branch: Human Sciences  
Semester: Second  
Academic Year: 2024–2025

**Title:** Documentary Research

Documentary research is the process of searching for documents that enable the researcher or student to build their knowledge, obtain information and sources, and benefit from them. It can be described as the art and science of organizing information through a series of methodological steps followed by the researcher or student while conducting their research. It also involves acquiring techniques and strategies for searching information in its various forms.

Course Unit: Exploratory  
Language of Instruction: english

Credits: 01  
Coefficient: 01  
Weekly Hours: One and a half hours  
Lecture (hours per week): 1.5  
Tutorials (hours per week): 00  
Practical Work (hours per week): 00

Instructor Name, Surname, Rank: Asma Touil, Lecturer B  
Office Location: Professors' Room  
Email: touil.asma@gmail.com  
Class Schedule and Location:  
Sunday: 09:30–11:00 for Group 1, Lecture Hall 6  
11:00–12:30 for Group 2, Lecture Hall 6

**Prerequisites:**

- Ability to search for and use references
- Basic knowledge of internet navigation

**Course Objectives:**

- Enable students to apply methods of documentary and electronic research
- Enable students to define documentary research strategies
- Enable students to use tools and means of online documentary research

**Assessment (in percentages):**

100% - Exam

Partial Exam: //

Tutorial Work: //

Practical Work: //

Individual Project: //

Group Work (Team): //

Field Trips: //

Attendance (Presence/Absence): //

Other elements (to be determined): //

Total: 100%

**Main Recommended Reference:**

Author: Ammar Khair Bek

Title: Searching for Information on the Internet

Publisher and Year: Damascus, 2000

**Additional Supporting References (if any):**

Author: Nicole Boubée

Title: Qu'est-ce que recherche de l'information

Publisher and Year: Lyon, 2017

Author: Hashmat Qassem

Title: The Library and Research

Publisher: Cairo

**Course Schedule:**

Week 1: Conceptual Introduction to the Unit's Terms

Week 2: Information Search: Concepts and Methods

Week 3: Information Search: Purposes, Justifications, and Objectives

Week 4: Information Search: Obstacles and Ways to Overcome Them

Week 5: Information Search: Techniques and Tools

Week 6: Historical Development of Bibliographic Tools

Week 7: Documentary Needs: Sources of Documentary Research and Their Use

Week 8: Documentary Needs: Needs Formulation Plan

Week 9: Documentary Needs: Levels of Documentary Needs

Week 10: Types of Sources and Reference Tools

Week 11: Principles and Rules of Documentary Research

Week 12: Methods and Strategies of Documentary Research

Week 13: Information Specialist and Documentary Research

Week 14: Referencing Methods and Rules