

Library Technology

LIBRARY TECHNOLOGY – LT

Richard Robison, Dean
 Library and Learning Resources Division
 Library Building, Room 219

Possible career opportunities

Library courses teach the skills necessary to effectively locate, organize and use information in any academic or work setting. There are various titles for the jobs you will be qualified for with a certificate of achievement or associate of science degree in library technology: library technician, library assistant, library paraprofessional, instructional media assistant, information specialist, library media specialist, and website editor.

Program-level student learning outcomes

Program learning outcomes are subject to change. The most current list of program learning outcomes for each program is published on the DVC website at www.dvc.edu/slo.

**Associate in science degree
 Library technology**

Students completing the program will be able to...

- A. explain library fundamental principles including intellectual freedom, open access, diversity, and patron privacy and confidentiality.
- B. apply knowledge and skills gained through the coursework to perform library technician-level tasks.
- C. describe the characteristics of libraries and the roles of libraries in a diverse, multicultural, and democratic society, and how these needs can be met.
- D. apply the basic principles and standardized systems of ordering, cataloging, classifying, processing, and maintaining library materials and resources.
- E. demonstrate the workplace communication skills necessary to successfully interact with users and staff in the library and other information services.
- F. identify and use the technologies found in the library and other information services.
- G. analyze information critically to draw conclusions and/or solve problems when working with patrons, materials, and technology.

The associate in science degree in library technology prepares students for employment in the dynamic field of library and information services. The skills learned in this program may be used in public, school, academic, and corporate libraries, as well as in other jobs or businesses requiring information management skills. If you like working with people, books and information, consider a career in library technology.

DVC library technology students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intended to transfer are advised to select either General Education Option 2 (IGETC) or Option 3 (CSU GE). General Education Option 1 is appropriate for students who do not intend to transfer.

To earn the degree, students must complete each course used to meet a major requirement with a "C" grade or higher, maintain an overall GPA of 2.5 or higher in the coursework required for the major and complete all general education requirements. Certain courses may satisfy both a major and general education requirement; however, the units are only counted once. With department chairperson's approval, other course substitutions are possible for use in completing the program.

<i>major requirements:</i>		<i>units</i>
LT-101	Foundations of Library and Information Services.....	3
LT-102	Access and Technical Services in Libraries.....	3
LT-104	Cataloging for Paraprofessionals	3
LT-105	Reference and Research Services: Tools and Techniques	3
LS-121	Information Literacy and Research Skills.....	1

<i>plus at least 2 units from:</i>		
LT-295	Occupational Work Experience Education in LT.....	1-4
LT-296	Internship in Occupational Work Experience Education in LT	1-4

<i>plus at least 2 units from:</i>		
ENGL-177	Children's Literature.....	3
LS-150	Topics in Library Studies	0.3-4
LT-100	Introduction to a Career in Library Technology	1
LT-106	School Library and Media Services.....	2
LT-107	Digital Assets: Tools and Methodologies	2
LT-109	Delivering Library Services: Issues, and Techniques.....	2
LT-110	Job Search Skills for Library Careers.....	1
LT-111	Storytelling	2
LT-112	Internet Skills for Library Personnel	1
LT-150	Topics in Library Technology.....	0.3-4

<i>plus at least 2 units from:</i>		
ARTDM-105	Introduction to Digital Imaging	3
ARTDM-171	Introduction to Web Design	3
BUSMG-121	Practices and Concepts of Supervision	3
BUSMG-168	Customer Service.....	0.5
BUSMG-173	Intercultural Communication in the Workplace	0.5
CIS-100	Microsoft Windows – Comprehensive.....	2
COMSC-101	Computer Literacy.....	4
ENGL-177	Children's Literature	3
LS-150	Topics in Library Studies	0.3-4
LT-100	Introduction to a Career in Library Technology	1
LT-106	School Library and Media Services.....	2
LT-107	Digital Assets: Tools and Methodologies	2
LT-109	Delivering Library Services: Issues, Theory, and Techniques.....	2
LT-110	Job Search Skills for Library Careers.....	1
LT-111	Storytelling	2
LT-112	Internet Skills for Library Personnel	1

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any updates to this document can be found in the addendum at www.dvc.edu/communication/catalog

Library Technology

LT-150	Topics in Library Technology	0.3-4
LT-295	Occupational Work Experience Education in LT	1-4
LT-296	Internship in Occupational Work Experience Education in LT	1-4

total minimum required units 19

Notes: maximum number of units applicable to the program units in LT-295 or LT-196 is four. There may be no duplication of course units between groups of restricted electives.

Certificate of achievement

Library technology

Students completing the program will be able to...

- explain library fundamental principles including intellectual freedom, open access, diversity, and patron privacy and confidentiality.
- apply knowledge and skills gained through the coursework to perform library technician-level tasks.
- describe the characteristics of libraries and the roles of libraries in a diverse, multicultural, and democratic society, and how these needs can be met.
- apply the basic principles and standardized systems of ordering, cataloging, classifying, processing, and maintaining library materials and resources.
- demonstrate the workplace communication skills necessary to successfully interact with users and staff in the library and other information services.
- identify and use the technologies found in the library and other information services.
- analyze information critically to draw conclusions and/or solve problems when working with patrons, materials, and technology.

This certificate program prepares students for employment in the dynamic field of library and information services. The skills learned in this program may be used in public, school, academic, and corporate libraries, as well as in other jobs or businesses requiring information management skills. If you like working with people, books and information, consider a career in library technology.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher and maintain an overall GPA of 2.5. With department chairperson's approval, other course substitutions are possible for use in completing the program.

required courses:	units	
LT-101	Foundations of Library and Information Services.....	3
LT-102	Access and Technical Services in Libraries.....	3
LT-104	Cataloging for Paraprofessionals	3
LT-105	Reference and Research Services: Tools and Techniques	3
LS-121	Information Literacy and Research Skills.....	1

plus at least 2 units from:

LT-295	Occupational Work Experience Education in LT	1-4
LT-296	Internship in Occupational Work Experience Education in LT	1-4

plus at least 2 units from:

ENGL-177	Children's Literature	3
LS-150	Topics in Library Studies	0.3-4
LT-100	Introduction to a Career in Library Technology	1
LT-106	School Library and Media Services.....	2
LT-107	Digital Assets: Tools and Methodologies	2
LT-109	Delivering Library Services: Issues, Theory, and Techniques	2
LT-110	Job Search Skills for Library Careers.....	1
LT-111	Storytelling	2
LT-112	Internet Skills for Library Personnel	1
LT-150	Topics in Library Technology	0.3-4

plus at least 2 units from:

ARTDM-105	Introduction to Digital Imaging	3
ARTDM-171	Introduction to Web Design	3
BUSMG-121	Practices and Concepts of Supervision	3
BUSMG-168	Customer Service.....	0.5
BUSMG-173	Intercultural Communication in the Workplace	0.5
CIS-100	Microsoft Windows – Comprehensive.....	2
COMSC-101	Computer Literacy.....	4
ENGL-177	Children's Literature	3
LS-150	Topics in Library Studies	0.3-4
LT-100	Introduction to a Career in Library Technology	1
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LT-295	Occupational Work Experience Education in LT	1-4
LT-296	Internship in Occupational Work Experience Education in LT	1-4

total minimum required units 19

Notes: maximum number of units applicable to the program units in LT-295 or LT-196 is four. There may be no duplication of course units between groups of restricted electives.

Library Technology

LT-100 Introduction to a Career in Library Technology

1 unit SC

- 18 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Formerly L-100

This course introduces the dynamic field of library and information technology for paraprofessionals. Various types of libraries and information centers, and the competencies needed for a successful career in the field as well as job opportunities in libraries and information centers will be explored. CSU

LT-101 Foundations of Library and Information Services

3 units LR

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course provides an introduction and overview of the missions, services, operations, and staffing of libraries and information centers. The tools and terminology of library services, the library technician's role in the delivery of services, and strategies for successful job placement are emphasized. The course also explores current library issues and trends, as well as the relationship of libraries to the communities and populations they serve. CSU

LT-102 Access and Technical Services in Libraries

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course teaches the full array of access and technical services in a variety of library settings and collection formats including online systems and other technology applications. The theory and practice of selecting, acquiring and circulating materials in print and electronic formats is presented. Skills and competencies necessary for providing quality access services, the history of access services, and ethical, legal and policy considerations will be covered. CSU

LT-104 Cataloging for Paraprofessionals

3 units SC

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Formerly L-104

An introductory course for library paraprofessionals on the basic theories, principles, concepts and procedures of bibliographic control, including descriptive cataloging, classification, subject analysis, physical processing, and bibliographic maintenance. Emphasis will be placed on print monographs, current Anglo-American Cataloging Rules, MARC 21 format, Library of Congress and Dewey classification and LC Subject Heading. CSU

LT-105 Reference and Research Services: Tools and Techniques

3 units LR

- 54 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course is an introduction to the use of print and online information resources found in public, school, college and special libraries. Students learn effective techniques for assisting library patrons, and are provided opportunities for developing reference service skills. The class uses resources available through the Diablo Valley College library plus other commonly available resources. CSU

LT-106 School Library and Media Services

2 units SC

- 36 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course presents the principles and procedures central to the operations of school libraries and media centers with an emphasis on the multi-dimensional role of the library technician. The creation of effective learning environments, technology applications, philosophies of service and programming, as well as collection development and other regular procedures will be explored. CSU

LT-107 Digital Assets: Tools and Methodologies

2 units SC

- 36 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent

This course provides an introduction to the basic processes of creating and managing digital assets including assessing materials, managing files for preservation, and using current digitizing software systems. Access issues, metadata schemes, quality control, scanning equipment and other technologies will also be examined. CSU

LT-109 Delivering Library Services: Issues, Theory, and Techniques

2 units SC

- 36 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Formerly L-109

This course emphasizes oral and written communication skills and strategies that are essential to successful performance as a library paraprofessional. Communication within the organization, techniques to market programs and services, as well as customer and community relations are addressed. CSU

Library Technology

LT-110 Job Search Skills for Library Careers

1 unit SC

- 18 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Formerly L-110

This course will prepare students for a successful job search in a library field. Utilizing traditional and electronic methods, students will explore the range of positions and work environments available; use sources of information for job market research; identify key workplace skills, learn best practices for writing applications, resumes, and cover letters; and practice interviewing techniques. CSU

LT-111 Storytelling

2 units SC

- 36 hours lecture per term
- Recommended: Eligibility for ENGL-122 or equivalent
- Formerly L-111

An introduction to storytelling designed to develop skills as storytellers in the library, classroom, home and other settings. The class will survey various types and formats of storytelling and provide practical experience in presenting and evaluating stories. CSU

LT-112 Internet Skills for Library Personnel

1 unit SC

- 18 hours lecture per term
- Recommended: LT-103 or equivalent; eligibility for ENGL-122 or equivalent
- Formerly L-112

This course teaches the use of the Internet in providing library and information services. The class is designed for library personnel whose responsibilities include using the Internet and other information systems for work-related tasks such as reference, cataloging, acquisitions and other information management activities. Exploration of advanced searching techniques, user training and evaluation of online resources are included. CSU

LT-150 Topics in Library Technology

.3-4 units SC

- Variable hours
- Recommended: Eligibility for ENGL-122 or equivalent
- Formerly L-150

A supplemental course in Library to provide a study of current concepts and problems in library technology. Specific topics will be announced in the schedule of classes. CSU

LT-295 Occupational Work Experience Education in LT

1-4 units SC

- May be repeated three times
- Variable hours
- Note: In order to enroll in LT-295, students must be employed, register for the course, complete an online Employment Form, and participate in an orientation. Employment Form can be accessed at www.dvc.edu/wrkx. Incomplete grades are not awarded for this course.

LT-295 is supervised employment that extends classroom learning to the job site and relates to the student's chosen field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals. Five hours work per week or seventy-five hours work per term is equal to one unit. Students may earn up to a maximum of sixteen units; repetition allowed per Title 5 Section 55253. CSU

LT-296 Internship in Occupational Work Experience Education in LT

1-4 units SC

- May be repeated three times
- Variable hours
- Note: In order to enroll in the LT-296 course, students must be interning or volunteering, register for the course, complete an online Employment Form, and participate in an orientation. The Employment Form can be accessed at www.dvc.edu/wrkx. Incomplete grades are not awarded for this course.

LT-296 is a supervised internship in a skilled or professional level assignment in the student's major field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals. Internships may be paid, non-paid, or some partial compensation provided. Five hours work per week or seventy-five hours work per term is equal to one unit (paid) or one unit for four hours work per week or sixty hours per term (unpaid work). Students may earn up to a maximum of sixteen units; repetition allowed per Title 5 Section 55253. CSU