

Associate in Science Degree
Certificate of Achievement

Division of Learning Resources
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Library and Information Technology

Associate in Arts Degree
Certificate of Achievement

Program Information

The Library and Information Technology program is designed to assist students in the development of a wide range of technical skills in both library and media services that can lead to or enhance employment in the library field as paraprofessionals. Additionally, the curriculum is a valuable introduction to the field for students who plan to go into graduate studies to become librarians.

Career Opportunities

Almost every community in the nation has a library. In the greater Sacramento area alone, there are almost 200 libraries of various kinds employing professional librarians and library clerks and technicians. Jobs are available in public, school, businesses, and special libraries as well as in media centers.

Upon completion of this program, the student will be able to:

- describe the philosophical and legal foundations of libraries and the history, mission, roles and organization of various types of libraries and networks.
- examine and analyze the ethical, legal, and socio-political issues surrounding information and information technology and the basic laws, standards, and governance that pertain specifically to libraries and the Internet.
- evaluate materials and electronic resources, construct and implement effective search strategies, and select the most appropriate information retrieval systems to meet library user needs.
- apply standard methods of selecting/deselecting, acquiring, preparing, organizing (cataloging and classifying), maintaining and circulating library materials.
- describe the role technology plays in the creation, retrieval, and delivery of library resources and services.
- select, use, and maintain appropriate equipment for library functions and services; perform basic troubleshooting.
- manage a school library media center, a small library, or a department within a library.

Required Program

Units

LIBT 300 Introduction to the Library.....	3
LIBT 325 Internet Research Skills.....	3
LIBT 330 Library Technical Processes.....	3
LIBT 331 Library Cataloging Procedures.....	3
LIBT 333 Library/Media Materials and Equipment.....	1
LIBT 343 Library Reference Services.....	3
LIBT 345 Library Operations.....	2

A minimum of 3 units from the following:..... 3

LIBT 498 Work Experience in Library and Information
Technology (1-4)

Total Units Required

21

Suggested Electives

BUSTEC 300, CISA 305, CISC 310; ENGLT 370, LIBR 305, 306, 307, 309, 311, 318, 320; LIBT 340, 341, 499

Associate in Science (A.S.) Degree

The Associate in Science degree may be obtained by completion of all courses in the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

Certificate of Achievement

The Certificate of Achievement may be obtained by completion of all courses in the required program with a minimum grade of "C" plus approval of the Library and Information Technology Department.

Library and Information Technology (LIBT)

LIBT 300 Introduction to the Library 3 Units

Prerequisite: None

Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 54 hours LEC

This course is designed for persons interested in exploring paraprofessional library employment and for students interested in acquiring basic skills in using library resources. The course covers the history and types of libraries and information providers; an overview of library services; instruction and practice in the use of library classification systems; instruction in developing searching strategies for using library catalogs, databases, and the Internet; and library employment opportunities. Field trips or alternative assignments will be required.

LIBT 325 Internet Research Skills 3 Units

Same As: LIBR 325

Prerequisite: None

Advisory: ENGWR 100 (College Writing) and ENGRD 310 (Prose Analysis and Interpretation); or ESLW 320 (Advanced-Low Writing) and ESLR 320 (Intermediate High Reading) with grades of "C" or better; or placement through the assessment process.

Basic familiarity with computers is recommended for this course.

General Education: AA/AS Area III(b)

Course Transferable to UC/CSU

Hours: 54 hours LEC

This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Emphasis is placed on the effective use of the Internet as a research tool. This course covers Internet resources, online databases, email, newsgroups, listservs, blogs, and the invisible web. Database search strategies and techniques are covered. Historical and social issues surrounding the Internet are also discussed.

LIBT 330 Library Technical Processes 3 Units

Prerequisite: LIBT 300 with a grade of 'C' or better OR current enrollment in LIBT 300.

Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 54 hours LEC

This course will introduce the student to the work in a library Technical Services department. A primary focus will be duties and responsibilities of the library paraprofessional in regard to acquisitions processes (selection, verification, ordering and receiving). Also included is an overview of other Technical Services responsibilities, such as cataloging and catalog maintenance. Field trips or alternative assignments may be required.

LIBT 331 Library Cataloging Procedures 3 Units

Prerequisite: LIBT 300 and LIBT 330 with grades of "C" or better.
Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 54 hours LEC

This course will introduce the student to the rules and practices of cataloging. The course includes the study of both descriptive and subject cataloging, and classification systems. The course will also cover the formats required for both computerized and traditional catalog records. Field trips or alternative assignments may be required.

LIBT 333 Library/Media Materials and Equipment 1 Unit

Prerequisite: LIBT 300 with a grade of "C" or better.

Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of "C" or better, or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 18 hours LEC

This is a survey course in the understanding, use, and care of electronic media materials and equipment used in libraries. The course includes the utilization of computers and computer networks, audio, video and related technologies. At least one field trip or alternative assignments will be required.

LIBT 340 The School Library Media Center 3 Units

Prerequisite: None

Advisory: The completion of ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with a grade of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 54 hours LEC

This course on the School Library Media Center provides a broad overview of its philosophy, history, function, and relationship to elementary and secondary schools. The course covers collections, technology, programming, marketing and public relations, budgeting, professional development, staffing, organization, advocacy, and the relationship between the library program and the school curriculum. Field trips or alternative assignments will be required.

LIBT 341 Library Services for Children and Youth 3 Units

Prerequisite: None

Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 54 hours LEC

This course will be an exploration of the literature and electronic resources essential to working effectively with children and adolescents. Material selection and evaluation, information literacy, and programming will be related to classic and popular literature and media, multiculturalism, and other contemporary subjects. Students will experience storytelling, book talking, program preparation, and other ways of sharing literature with children and youth. Field trips or alternative assignments will be required.

LIBT 343 Library Reference Services 3 Units

Prerequisite: LIBT 300 with a grade of "C" or better or current enrollment in LIBT 300.

Advisory: ENGWR 100 and ENGRD 310 or ESLW 320 and ESLR 320 with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 54 hours LEC

This course acquaints students with library reference services including the different aspects of interacting with library patrons in a public environment. Students will also learn to select and successfully utilize the appropriate print and electronic reference source to be able to answer questions and find information for library patrons. These print and electronic sources include general and specialized encyclopedias, yearbooks, dictionaries, handbooks and other subject specific tools. Field trips or alternative assignments will be required.

LIBT 345 Library Operations 2 Units

Prerequisite: LIBT 300 with a grade of "C" or better

Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 36 hours LEC

This course will introduce students to basic skills and competencies needed to operate a school/library media center, small library, or department within a large library. The course includes working within an organization, effective communication, planning and organization, time management, marketing and public relations, customer relations, budgeting, operational manuals and reports, problem behavior, disaster preparedness, and principles of supervision, such as hiring, training, motivating, delegating, counseling and disciplining, evaluating, grievances, labor relations, and termination.

LIBT 494 Topics in Library and Information Technology .5-4 Units

Prerequisite: None

Course Transferable to CSU

Hours: 72 hours LEC

This course is designed to enable library technology students to learn about recent developments in the library field. Selected topics would not include those which are part of current course offerings. This course may be taken four times providing there is no duplication of topics.

LIBT 495 Independent Studies in Library and Information Technology 1-3 Units

Prerequisite: None

Course Transferable to CSU

Hours: 162 hours LAB

This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty, and students. Independent studies in LIBR allows students to investigate and explore areas of interest in the field.

LIBT 498 Work Experience in Library and Information Technology 1-4 Units

Prerequisite: LIBT 300 and 330 with grades of "C" or better.

Advisory: ENGWR 100 and ENGRD 310; or ESLW 320 and ESLR 320 with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 18 hours LEC; 60 hours LAB

This is structured, on-the-job training experience in Sacramento area libraries and school library media centers under the supervision of professional librarians and library media specialists. The student, in collaboration with the work experience supervisors, will prepare learning objectives that are approved by the instructor. In addition, each student will be required to keep a job journal, write a career essay, and prepare a resume. Credit hours may be earned for three or four units. One unit of credit will be granted for each 60 hours of unpaid work per unit or 75 hours of paid work. There will be a midterm and a final examination. For the Library and Information Technology degree or certificate, each student is required to work in a minimum of two libraries. If the student is already working in a library at a paraprofessional level, the current job may be counted as one of the libraries.

LIBT 499 Experimental Offering in Library and Information Technology .5-4 Units

Prerequisite: None

Course Transferable to CSU

Hours: 54 hours LEC

See Experimental Offerings