

Library and Information Technology LIBT

Degree:

A.S. – Library and Information Technology

Certificate of Achievement:

Library and Information Technology

Division of Learning Resources

Kevin Flash, Dean

Learning Resource Center 236

916-558-2253

Library and Information Technology

Associate in Science 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 for 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.

Gainful Employment

For more information about program costs, graduation rates, median debt of program graduates, and other important information regarding gainful employment, please visit: <http://www.losrios.edu/gainful-emp-info/gedt.php?major=051168C01>

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 small library, a school library media center, or a department within a library.
- understand the history of the Internet, how it functions, ethical issues relating to it, and how to use informational resources on the Internet to do research.
- prepare for a job search in the library profession, create related application materials such as a resume and cover letter, and practice interviewing for a library position.

Required Program

Units

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| CISA 315 Introduction to Electronic Spreadsheets | 2 |
| LIBT 100 Introduction to Library and Information Technology..... | 0.5 |
| LIBT 300 Introduction to Library Services | 2 |
| LIBR 325 Internet Research Skills (3)..... | 3 |
| or 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 Access and Reference Services | 3 |

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| LIBT 345 Library Operations and Management..... | 2 |
| LIBT 110 Job Search Skills for Library Careers..... | 1 |
| A minimum of 2 units from the following: | 2 |
| LIBT 498 Work Experience in Library and Information Technology (1 – 4) | |
| A minimum of 1 unit from the following: | 1 |
| LIBT 498 Work Experience in Library and Information Technology (1 – 4) | |
| or WEXP 498 Work Experience in (Subject) (1 – 4) | |
| Total Units Required | 23.5 |

Suggested Electives

LIBR 305, 306, 307, 309, 318; LIBT 340, 341, 499; BUS 260, 261, 262, 265, 266, 267, 268, 269, 310, 330; BUSTEC 300; CISA 305, 340; CISC 310; MKT 300

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 100 Introduction to Library and Information Technology .5 Units

Prerequisite: None.

Advisory: ENGWR 101 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.

Hours: 9 hours LEC

This course is designed to introduce students to the Library and Information Technology Program at Sacramento City College and to familiarize them with the skills that they will need to succeed in the program and the library profession as a whole. Topics will include an overview of the library profession, effective communication, and basic computer skills that students will use in the classes in the program. Students will also learn to use the online learning system, library catalog, and databases. Students should plan on taking this course before LIBT 300.

LIBT 110 Job Search Skills for Library Careers 1 Unit

Prerequisite: None.

Advisory: ENGRD 310 (Prose Analysis and Interpretation) and ENGWR 101 (College Writing); or ESLR 320 (Intermediate High Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.

Hours: 18 hours LEC

This course will prepare students for a successful job search in a library field. Utilizing traditional and electronic methods; students will research job opportunities in the library profession; identify key workplace skills; learn best practices for writing applications; resumes; and cover letters; learn relevant career networking skills; and practice interviewing techniques. A field trip to a local library branch or alternative assignments may be required.

LIBT 300 Introduction to Library Services 2 Units

Prerequisite: LIBT 100 with a grade of "C" or better OR current enrollment in LIBT 100.

Advisory: ENGRD 310 (Prose Analysis and Interpretation) and ENGWR 101 (College Writing); or ESLR 320 (Intermediate High Reading) and ESLW 320 (Advanced-Low Writing) 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 is designed for persons interested in exploring paraprofessional library employment and for students interested in understanding the use of library resources. The course covers the history and types of libraries and information providers; an overview of library services including reference and technical services; instruction and practice in the use of library classification systems; current issues in libraries and library employment opportunities. Three field trips to local libraries and archives or alternative assignments will be required.

LIBT 325 Internet Research Skills 3 Units

Same As: LIBR 325

Prerequisite: None.

Advisory: ENGRD 310 and ENGWR 101; or ESLR 320 and ESLW 320 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 free Internet search tools as well as subscription databases. Communication services such as email, groups, and blogs are also studied as are emerging services and technologies as appropriate. Searching strategies are covered as are techniques for selecting appropriate search tools for different research needs. Historical and social issues surrounding the Internet are also discussed. This course will also discuss the use of Internet technologies in libraries. The Internet seeking and evaluation skills learned in this class are critical for anyone who is seeking employment in a library setting. Credit may be awarded for LIBR 325 or LIBT 325, but not for both.

LIBT 330 Library Technical Processes 3 Units

Prerequisite: LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300.

Advisory: ENGRD 310 and ENGWR 101, or ESLR 320 and ESLW 320 with grades of "C" or better. 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 with 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.

LIBT 331 Library Cataloging Procedures 3 Units

Prerequisite: LIBT 100, 300, and 330 with grades of "C" or better OR *Advisory:* ENGRD 310 and ENGWR 101, or ESLR 320 and ESLW 320 with grades of "C" or better. 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.

LIBT 333 Library/Media Materials and Equipment 1 Unit

Prerequisite: LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300

Advisory: ENGRD 310 and ENGWR 101 (College Writing); or ESLR 320 and ESLW 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. A field trip to a local library or alternative assignments may be required.

LIBT 340 The School Library Media Center 3 Units

Prerequisite: None.

Advisory: ENGRD 310 and ENGWR 101; or ESLR 320 and ESLW 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 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. A field trip to a local school library media center or alternative assignments may be required.

LIBT 341 Library Services for Children and Youth 3 Units

Prerequisite: None.

Advisory: ENGRD 310 and ENGWR 101; or ESLR 320 and ESLW 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. A field trip to a local library or an alternative assignment will be required.

LIBT 343 Library Access and Reference Services 3 Units

Prerequisite: LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300

Advisory: ENGRD 310 and ENGWR 101, or ESLR 320 and ESLW 320 with grades of "C" or better. Basic familiarity with computers is recommended for this course.

Course Transferable to CSU

Hours: 54 hours LEC

This course acquaints students with library access and reference services, including the different aspects of interacting with library patrons in a public environment and providing them with access to library collections. Students will learn to select and successfully utilize the appropriate resource to assist library patrons with questions and finding information. Students will also learn about circulation systems, security, collection maintenance, and resource sharing in libraries. Ethical issues in libraries such as intellectual property, privacy, and diversity will also be addressed. Field trips to local libraries or alternative assignments will be required. Students will be required to be on campus for a specific number of class sessions.

LIBT 345 Library Operations and Management 2 Units

Prerequisite: LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300.

Advisory: ENGRD 310 and ENGWR 101; or ESLR 320 and ESLW 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

In this course, students will be introduced 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 service, budgeting, operational manuals and reports, problem behavior, disaster preparedness, and the principles of supervision. Visits to local libraries or alternative assignments may be required.

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 that are part of current course offerings.

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 Library and Information Technology allow 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 100, 300, 330, and 343 with grades of "C" or better; LIBT 331 with a grade of "C" or better OR current enrollment in LIBT 331.

Advisory: CISA 305, CISA 315, and CISC 300 with grades of "C" or better. ENGRD 310 and ENGWR 101; or ESLR 320 and ESLW 320 with grades of "C" or better; or placement through the assessment process.

Course Transferable to CSU

Hours: 18 hours LEC; 300 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. Each student will be required to keep a job journal. 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. This course may be taken up to three times for credit. A minimum of three units is required for the certificate and/or degree. A student may use 1 unit of WEXP 498 to fulfill the Library and Information Technology program requirements. The other 2 units must be LIBT 498. Only one Work Experience course may be taken per semester. 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. This course should be taken after completing most of the other coursework for the Library and Information Technology certificate or degree.

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

Prerequisite: None

Course Transferable to CSU

Hours: 54 hours LEC

See Experimental Offering