

LIBRARY TECHNOLOGY (LIB) COURSES

LIB 062 1 Unit

Care and Repair of Library Materials

Lecture: 9 contact hours

Lab: 27 contact hours

This course provides the basic, hands-on techniques used in the binding, repair, and care of printed library materials.

Associate Degree Applicable

LIB 063 2 Units

Reader's Advisory

Lecture: 36 contact hours

Departmental Recommendation: LIB 064 and READ 100

This course is an introductory study of reader's advisory work as performed in public, academic, and school libraries. It offers a practical study of popular literature and literary genres, interpersonal skills, and interview techniques needed to become successful in recommending specific titles and/or authors to library patrons based on parameters such as story elements, reading interests, age groups, and reading levels.

Associate Degree Applicable

LIB 064 2 Units

Introduction to Library Services

Lecture: 36 contact hours

Departmental Recommendation: READ 100

This course is an introduction to the philosophy of library services and the history and types of libraries. The class covers the relationship of a library to the community it serves, especially in terms of typical library services and programs. Finally, the library in the online environment and the organizational structure of libraries are considered.

Associate Degree Applicable

LIB 065 2 Units

Public Services

Lecture: 36 contact hours

Departmental Recommendation: READ 100

This course is an introduction to the public services provided by modern libraries. Topics include library customer service guidelines and skills; equity, diversity, and inclusion; organization, circulation, and materials; programs and series; and library safety.

Associate Degree Applicable

LIB 066 2 Units

Acquisitions

Lecture: 36 contact hours

Departmental Recommendation: LIB 064 and READ 100

This course is an introduction to acquisitions practices in the modern library. Topics include needs assessment; collection management; selection of print and online resources; acquisitions processes; weeding/deselection of materials; ethics; preservation; legal and safety issues in libraries; and intellectual freedom.

Associate Degree Applicable

LIB 067 2 Units

Cataloging and Classification

Lecture: 36 contact hours

Departmental Recommendation: LIB 064 and READ 100

This course is an introduction to descriptive and subject cataloging, copy cataloging, classification of materials using the Dewey Decimal and Library of Congress systems, preparation of MARC computer database records, and use of electronic bibliographic utilities.

Associate Degree Applicable

LIB 070 2 Units

Library Technology and Computer Services

Lecture: 36 contact hours

Departmental Recommendation: LIB 064 and READ 100

This class is an introduction to the application and integration of automation systems and computers in libraries. Students will be exposed to a variety of computer applications, including online public access catalogs and automated circulation systems. This course provides an overview of a wide variety of computer services and issues within a library setting ranging from public access, social media, cyber security and emerging technologies.

Associate Degree Applicable

LIB 071 2 Units

Youth Services and Programs

Lecture: 36 contact hours

Departmental Recommendation: READ 015

This course explores inclusive and age-appropriate library services and diverse programming for youth in public and school libraries.

Associate Degree Applicable

LIB 072 2 Units

School Library Media Centers

Lecture: 36 contact hours

Departmental Recommendation: READ 100 and LIB 064

This course introduces students to the skills and competencies necessary to obtain an entry level position in an elementary or secondary school library media center.

Associate Degree Applicable

LIB 073 2 Units

Library Digital Archives and Resources

Lecture: 36 contact hours

Departmental Recommendation: READ 015 and LIB 064

This course introduces archival theory and methods with a focus on digital media storage and preservation, including born-digital and digitized materials.

Associate Degree Applicable

LIB 098 1-4 Units

Library Technology Work Experience

WRKEX: 300 contact hours

Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.

Associate Degree Applicable

LIB 110 3 Units

Information Literacy and Research

Lecture: 54 contact hours

Departmental Recommendation: READ 100

This is an introductory course covering the skills needed to effectively access library and online information sources, to critically evaluate the information retrieved, and to practice ethical behavior in regard to information technology.

Associate Degree Applicable

Transfers to both UC/CSU