

**Program Planning Guide**  
**Library Technical Services Certificate (C55310T0)**

(No placement testing is required for this certificate program.)

Program Length: Variable

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)

Program Sites: Distance Education

Course requirements:		HOURS			Grade	Semester	Notes
		Class	Lab	Credit			
LIB 111	Lib. Info. Resources/Svcs.	2	2	3			
LIB 112	Library Collection Devel. And Acquisition	2	2	3			
LIB 113	Library Cataloging & Classification	2	2	3			
LIB 210	Electronic Library Databases	2	2	3			
LIB 213	Cataloging Non-print Materials	2	2	3			
WEB 110	Internet/Web Fundamentals	2	2	3			

Total Semester Hours Credit: 18

**Course Descriptions:**

**LIB 111 Lib. Info. Resources/Svcs 2-2-3**

This course provides introductory skills for selecting and using general and specialized information resources in print and electronic formats and related copyright issues. Emphasis is placed on selection tools, print and electronic censorship, core collection materials in various disciplines, compiling bibliographies, and interpreting and referring reference questions. Upon completion, students should be able to use numerous resources to answer directional and factual questions and to decide when to refer difficult reference questions.

strategies, retrieving and evaluating information, and citing it in APA/MLA style. Upon completion, students should be able to describe methods of information retrieval, use search strategies to teach basic research using databases, and cite resources appropriately.

**LIB 213 Cataloging Nonprint Mat. 2-2-3**

*Prerequisite: LIB 113*

This course continues the study and application of information cataloging practices. Emphasis is placed on cataloging information resources, updating bibliographic materials in databases, an overview of Dublin Core, and non-print materials cataloging practices. Upon completion, students should be able to catalog nonprint and electronic resources.

**LIB 112 Library Coll. Dev./Acq. 2-2-3**

This course covers library collection development and acquisitions policies and procedures. Emphasis is placed on evaluating mission statements, needs assessment studies, purchasing materials using selection criteria and tools, and related collection development and acquisitions activities. Upon completion, students should be able to evaluate mission statements, conduct needs assessments using selected criteria, and complete related collection development and acquisitions activities.

**WEB 110 Internet/Web Fundamentals 2-2-3**

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

**LIB 113 Lib. Cataloging & Classification 2-2-3**

This course covers standards and procedures for copy cataloging and types of classification systems. Emphasis is placed on selecting bibliographic records, maintaining and using authority records, and the importance of the catalog to the library mission. Upon completion, students should be able to select the appropriate MARC record, search OCLC, and demonstrate an understanding of authority files.

**LIB 210 Electronic Lib. Databases 2-2-3**

*Prerequisite: LIB 111 and WEB 110*

This course covers developing search strategies for using electronic resources in the humanities, social and behavioral sciences, physical and life sciences, and health-related fields. Emphasis is placed on the reference interview, teaching Boolean logic and other search