Program Planning Guide

Library Programs Certificate (C55310L0)

Program Length: 2 semesters
Program Sites: Major Core Courses only offered through Distance Education. General Education and Electives are offered through a combination of traditional classroom instruction and Distance Education.
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology; Diploma in Library Information Technology; Certificate in Library Programs
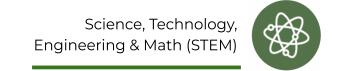
Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
LIB 111	Library Info. Resources & Serv	2	2	0	3	
LIB 211	Library Program Development	3	0	0	3	
LIB 214	Library Services for Children	3	0	0	3	
	Total Semester Hours	**8**	**2**	**0**	**9**	
2nd Semester (spring)						
LIB 114	Library Public Service Operation	2	2	0	3	
LIB 212	Library Services for Special Needs	3	0	0	3	
WEB 110	Internet/Web Fundamentals	2	2	0	3	
	Total Semester Hours	7	4	0	**9**	
Total Semester Credits Required for Graduation: 18						

Course Descriptions

LIB 111   Lib. Info. Resources/Svcs
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.

LIB 114   Lib. Public Serv. Oper.
This course covers effective library orientations, effective patron service, automated circulation systems, statistics and reports, reserves, and security. Emphasis is placed on public relations, problem solving, communication skills, circulation systems and policies, interlibrary loan procedures, shelving, and display options. Upon completion, students should be able to deal with diverse patrons, conduct library orientations, compile reports from statistical data, initiate interlibrary loans, and prepare displays.

LIB 212   Lib. Services/Spec. Needs
This course covers basic information for serving library users with special needs. Emphasis is placed on ADA guidelines, the location and use of appropriate resources, and accessibility options. Upon completion, students should be able to access appropriate information about ADA guidelines, locate and use appropriate resources, and be aware of accessibility options.

LIB 214   Lib. Services/Children
This course covers the location, evaluation, acquisition, and presentation of children's materials in libraries. Emphasis is placed on locating, evaluating, acquiring, and presenting children's literature, video and audio materials, and web sites through programs, displays, talks, and instruction. Upon completion, students should be able to locate, evaluate, acquire, and present a wide range of children's materials to library users.

WEB 110   Web Development Fundamentals
This course introduces World Wide Web Consortium (W3C) standard markup language. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) standards.