



# Program Planning Guide

## Library Technical Services Certificate (C55310T0)

**Program Length:** 3 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 and Information Technology; Certificate in Library Technical Services

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
<b>1st Semester (fall)</b>						
LIB 111	Library Info. Resources & Serv	2	2	0	3	
LIB 113	Library Cataloging & Classifications	2	2	0	3	1st 8-week
LIB 213	Cataloging Non Print Mat. (elective)	2	2	0	3	2nd 8-week
	<b>Total Semester Hours</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>9</b>	
<b>2nd Semester (spring)</b>						
LIB 112	Library Collection Dev. & Acquisition	2	2	0	3	
WEB 110	Internet/Web Fundamentals	2	2	0	3	
	<b>Total Semester Hours</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>6</b>	
<b>3rd Semester (spring)</b>						
LIB 210	Electronic Library Databases	2	2	0	3	
	<b>Total Semester Hours</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>3</b>	
<b>Total Semester Credits Required for Graduation: 18</b>						



## 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 112      Library Coll. Dev./Acq.**

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.

### **LIB 113      Lib. Cataloging & Classification**

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**

*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 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 Non Print Mat.**

*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.

### **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.