

Library Technology

**LIBRARY TECHNOLOGY – LT**

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 Library Division  
 Library Building, Room 219

**Possible career opportunities**

Library courses teach the skills necessary to effectively locate, organize and use information in any academic or work setting. There are various titles for the jobs you will be qualified for with a certificate of achievement or associate of science degree in library technology: library technician, library assistant, library paraprofessional, instructional media assistant, information specialist, library media specialist, archive technician, and website editor.

**Associate in science degree  
 Library technology**

Students completing the program will be able to...

- A. explain library fundamental principles including intellectual freedom, open access, diversity, and patron privacy and confidentiality
- B. apply knowledge and skills gained through the coursework to perform library technician-level tasks.
- C. describe the characteristics of libraries and the roles of libraries in a diverse, multicultural, and democratic society, and how these needs can be met.
- D. apply the basic principles and standardized systems of ordering, cataloging, classifying, processing, and maintaining library materials and resources.
- E. demonstrate the workplace communication skills necessary to successfully interact with users and staff in the library and other information services.
- F. identify and use the technologies found in the library and other information services.
- G. analyze information critically to draw conclusions and/or solve problems when working with patrons, materials, and technology.

The associate in science degree in library technology prepares students for employment in the dynamic field of library and information services. The skills learned in this program may be used in public, school, academic, and corporate libraries, as well as in other jobs or businesses requiring information management skills. If you like working with people, books and information, consider a career in library technology.

DVC library technology students who intend to transfer must consult with a program advisor or counselor to ensure that the requirements for transfer to four-year institutions of their choice are met. Students who intended to transfer are advised to select either General Education Option 2 (IGETC) or Option 3 (CSU GE). General Education Option 1 is appropriate for students who do not intend to transfer.

To earn the degree, students must complete each course used to meet a major requirement with a “C” grade or higher, maintain an overall GPA of 2.5 or higher in the coursework required for the major and complete all general education requirements. Certain courses may satisfy both major and general education requirements; however, the units are only counted once. With department chairperson’s approval, other course substitutions are possible for use in completing the program.

<i>major requirements:</i>		<i>units</i>
LT-101	Foundations of Library and Information Services.....	3
LT-102	Access and Technical Services in Libraries.....	3
LT-104	Introduction to Information Organization and Management .....	3
LT-105	Reference and Research Services: Tools and Techniques .....	3
LS-121	Information Literacy and Research Skills .....	1

<i>plus at least 2 units from:</i>		
LT-295	Occupational Work Experience Education in LT.....	2-4
LT-296	Internship in Occupational Work Experience Education in LT .....	2-4

<i>plus at least 2 units from:</i>		
ENGL-177	Children’s Literature.....	3
LS-150	Topics in Library Studies .....	0.3-4
LT-106	School Library and Media Services .....	2
LT-107	Digital Assets: Tools and Methodologies .....	2
LT-110	Job Search Skills for Library Careers.....	2
LT-111	Storytelling .....	2
LT-112	Internet Skills for Library Personnel .....	1
LT-150	Topics in Library Technology.....	0.3-4

<i>plus at least 2 units from:</i>		
ARTDM-105	Introduction to Digital Imaging .....	3
ARTDM-171	Web Design I .....	3
BUSMG-121	Practices and Concepts of Supervision.....	3
BUSMG-168	Customer Service .....	0.5
CIS-100	Microsoft Windows – Comprehensive.....	2
COMSC-101	Computer Literacy .....	4
ENGL-177	Children’s Literature.....	3
LS-150	Topics in Library Studies .....	0.3-4
LT-106	School Library and Media Services .....	2
LT-107	Digital Assets: Tools and Methodologies .....	2
LT-110	Job Skills for Library Careers .....	2
LT-111	Storytelling .....	2
LT-112	Internet Skills for Library Personnel .....	1
LT-150	Topics in Library Technology .....	0.3-4
LT-295	Occupational Work Experience Education in LT.....	2-4
LT-296	Internship in Occupational Work Experience Education in LT .....	2-4

**total minimum units for the major ..... 19**

*Notes: maximum number of units applicable to the program units in LT-295 or LT-296 is four. There may be no duplication of course units between groups of restricted electives.*

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**Certificate of achievement**

**Library technology**

**Students completing the program will be able to...**

- A. explain library fundamental principles including intellectual freedom, open access, diversity, and patron privacy and confidentiality.
- B. apply knowledge and skills gained through the coursework to perform library technician-level tasks.
- C. describe the characteristics of libraries and the roles of libraries in a diverse, multicultural, and democratic society, and how these needs can be met.
- D. apply the basic principles and standardized systems of ordering, cataloging, classifying, processing, and maintaining library materials and resources.
- E. demonstrate the workplace communication skills necessary to successfully interact with users and staff in the library and other information services.
- F. identify and use the technologies found in the library and other information services.
- G. analyze information critically to draw conclusions and/or solve problems when working with patrons, materials, and technology.

This certificate program prepares students for employment in the dynamic field of library and information services. The skills learned in this program may be used in public, school, academic, and special and corporate libraries, as well as in archives or other jobs or businesses requiring information management skills. If you like working with people, books and information, consider a career in library technology.

To earn a certificate of achievement, students must complete each course used to meet a certificate requirement with a "C" grade or higher and maintain an overall GPA of 2.5. With department chairperson's approval, other course substitutions are possible for use in completing the program.

<i>required courses:</i>	<i>units</i>
LT-101 Foundations of Library and Information Services.....	3
LT-102 Access and Technical Services in Libraries....	3
LT-104 Introduction to Information Organization and Management.....	3
LT-105 Reference and Research Services: Tools and Techniques.....	3
LS-121 Information Literacy and Research Skills.....	1

plus at least 2 units from:

LT-295 Occupational Work Experience Education in LT.....	2-4
LT-296 Internship in Occupational Work Experience Education in LT.....	2-4

plus at least 2 units from:

ENGL-177 Children's Literature.....	3
LS-150 Topics in Library Studies.....	0.3-4
LT-106 School Library and Media Services.....	2
LT-107 Digital Assets: Tools and Methodologies.....	2
LT-110 Job Skills for Library Careers.....	2
LT-111 Storytelling.....	2
LT-112 Internet Skills for Library Personnel.....	1
LT-150 Topics in Library Technology.....	0.3-4

plus at least 2 units from:

ARTDM-105 Introduction to Digital Imaging.....	3
ARTDM-171 Web Design I.....	3
BUSMG-121 Practices and Concepts of Supervision.....	3
BUSMG-168 Customer Service.....	0.5
CIS-100 Microsoft Windows – Comprehensive.....	2
COMSC-101 Computer Literacy.....	4
ENGL-177 Children's Literature.....	3
LS-150 Topics in Library Studies.....	0.3-4
LT-106 School Library and Media Services.....	2
LT-107 Digital Assets: Tools and Methodologies.....	2
LT-110 Job Skills for Library Careers.....	2
LT-111 Storytelling.....	2
LT-112 Internet Skills for Library Personnel.....	1
LT-150 Topics in Library Technology.....	0.3-4
LT-295 Occupational Work Experience Education in LT.....	2-4
LT-296 Internship in Occupational Work Experience Education in LT.....	2-4
<b>total minimum required units</b>	<b>19</b>

Notes: maximum number of units applicable to the program units in LT-295 or LT-296 is four. There may be no duplication of course units between groups of restricted electives.

**LT-101 Foundations of Library and Information Services**

- 3 units LR
- 54 hours lecture per term
  - Advisory: College-level reading and writing are expected.

This course provides an introduction and overview of the missions, services, operations, and staffing of libraries and information centers. The tools and terminology of library services, the library technician's role in the delivery of services, and strategies for successful job placement are emphasized. The course also explores current library issues and trends, as well as the relationship of libraries to the communities and populations they serve. CSU

## Library Technology

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### **LT-102 Access and Technical Services in Libraries**

3 units SC

- 54 hours lecture per term
- *Advisory: College-level reading and writing are expected.*

This course teaches the full array of access and technical services in a variety of library settings and collection formats including online systems and other technology applications. The theory and practice of selecting, acquiring and circulating materials in print and electronic formats is presented. Skills and competencies necessary for providing quality access services, the history of access services, and ethical, legal and policy considerations will be covered. CSU

### **LT-104 Introduction to Information Organization And Management**

3 units SC

- 54 hours lecture per term

This is an introductory course for library paraprofessionals on the basic theories, principles, and procedures of bibliographic control, including subject analysis, metadata schemes, physical processing, and database maintenance. Anglo-American Cataloging Rules, (AACR2), Resource Description and Access (RDA), Library of Congress (LC) and other subject heading systems will be covered. CSU

### **LT-105 Reference and Research Services: Tools and Techniques**

3 units LR

- 54 hours lecture per term
- *Advisory: College-level reading and writing are expected.*

This course is an introduction to the use of print and online information resources found in public, school, college and special libraries. Students learn effective techniques for assisting library patrons, and are provided opportunities for developing reference service skills. The class uses resources available through the Diablo Valley College library plus other commonly available resources. CSU

### **LT-106 School Library and Media Services**

2 units SC

- 36 hours lecture per term
- *Advisory: College-level reading and writing are expected.*

This course presents the principles and procedures central to the operations of school libraries and media centers with an emphasis on the multi-dimensional role of the library technician. Creating effective learning environments, utilizing technology applications, and applying philosophies of service and programming, as well as collection development, will be explored. CSU

### **LT-107 Digital Assets: Tools and Methodologies**

2 units SC

- 36 hours lecture per term

This course provides an introduction to the basic processes of creating and managing digital assets including assessing materials, managing files for preservation, and using current digitizing software systems. Access issues, metadata schemes, quality control, scanning equipment and other technologies will also be examined. CSU

### **LT-110 Job Skills for Library Careers**

2 units SC

- 36 hours lecture per term

This course presents job search skills for careers in the library and information field. Students explore the range of positions and work environments available; apply strategies for job market research; identify key workplace skills, including soft or transferable skills; write and submit quality applications, resumes, and cover letters; and practice interviewing techniques in both face-to-face and virtual settings. CSU

### **LT-111 Storytelling**

2 units SC

- 36 hours lecture per term
- *Advisory: College-level reading and writing are expected.*
- Formerly L-111

This course is an introduction to storytelling in the library, classroom, home, and other settings. Various types, formats, and techniques of storytelling will be explored. Practice in presenting and evaluating a variety of stories will also be included. CSU

### **LT-112 Internet Skills for Library Personnel**

1 unit SC

- 18 hours lecture per term
- *Advisory: College-level reading and writing are expected.*
- Formerly L-112

This course presents uses of the Internet in providing online library and information services to the public and library operations. The course is designed for library personnel using the Internet and other information systems for work-related tasks such as reference, cataloging, acquisitions, programming, and other information management activities. Exploration of networking fundamentals, advanced searching techniques, user training and teaching, and evaluation of online resources are included. CSU

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### LT-150 Topics in Library Technology

.3-4 units SC

- *Variable hours*
- *Advisory: College-level reading and writing are expected.*
- *Formerly L-150*

A supplemental course in Library to provide a study of current concepts and problems in library technology. Specific topics will be announced in the schedule of classes. CSU

### LT-295 Occupational Work Experience Education in LT

2-4 units SC

- *May be repeated eight times*
- *Variable hours*
- *Note: In order to enroll in LT-295, students must be employed, register for the course, complete an online Employment Form, and participate in an orientation. Incomplete grades are not awarded for this course.*

LT-295 is supervised employment that extends classroom learning to the job site and relates to the student's chosen field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals. Each unit represents five hours of work per week or 75 hours work per term. Students may earn up to a total of 16 in any combination of WRKX courses. Repetition allowed per Title 5, Section 55253. CSU

### LT-296 Internship in Occupational Work Experience Education in LT

2-4 units SC

- *May be repeated eight times*
- *Variable hours*
- *Note: In order to enroll in the LT-296 course, students must be interning or volunteering, register for the course, complete an online Employment Form, and participate in an orientation. Incomplete grades are not awarded for this course.*

LT-296 is a supervised internship in a skilled or professional level assignment in the student's major field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals. Internships may be paid, non-paid, or some partial compensation provided. Each unit represents five hours of paid work or four hours of unpaid work per week or 75 hours of paid work or 60 hours of unpaid work per term. Students may earn up to a total of 16 units in any combination of WRKX courses. Repetition allowed per Title 5, Section 55253. CSU