

LIBRARY (LIB)

LIB 1 2 units

Introduction to Information

36 hours lecture

Grading: letter grade or pass/no pass.

This course will assist students in accessing and evaluating information. Topics include the landscape of credible information, bias in media, fake news, deep fakes, and the roles libraries play in providing access to credible information.

Transferable to both UC and CSU; see counselor for limitations

LIB 2 3 units

Introduction to Academic Research

54 hours lecture

Grading: letter grade or pass/no pass.

This course helps students prepare for, and complete, college-level research assignments by offering overviews of scholarly authority and research strategies, including how to find books, ebooks, and peer-reviewed articles.

Transferable to CSU Only

LIB 200 3 units

Foundation of Library Services

54 hours lecture

Grading: letter grade or pass/no pass.

This course introduces students to the foundational library skills necessary for the roles of library technicians, assistants, and support staff. It provides a comprehensive overview of library operations, including the mission and goals of libraries, types of libraries, and how libraries serve their communities. The course is certified as meeting a competency in the American Library Association's Library Support Staff Certification.

LIB 210 3 units

Introduction to Access Services

54 hours lecture

Recommended Preparation: LIB 200 or LIB 600.

Grading: letter grade or pass/no pass.

Formerly LIB 202. This course is designed to teach students the valuable skills necessary to become qualified technicians. This course focuses on the major functions of library public and access services and topics will include circulation management, collection maintenance, supervision of staff, confidentiality, intra and interlibrary loan, reserve collections, copyright laws, statistical design, and compilation.

LIB 220 3 units

Introduction to Acquisitions

54 hours lecture

Recommended Preparation: LIB 200 or LIB 600.

Grading: letter grade or pass/no pass.

Formerly LIB 203. This course introduces students to the principles of library acquisitions, vendor relations, and collection development. The course is certified as meeting a competency in the American Library Association's Library Support Staff Certification.

LIB 230 3 units

Technology and Teamwork

54 hours lecture

Recommended Preparation: LIB 200 or LIB 600.

Grading: letter grade or pass/no pass.

This course introduces students to the integration of technology and effective teamwork in library operations. The course is certified as meeting competencies in the American Library Association's Library Support Staff Certification.

LIB 240 3 units

Introduction to Cataloging

54 hours lecture

Prerequisite: LIB 200 or LIB 600, and LIB 220 or LIB 620.

Recommended Preparation: LIB 210 or LIB 610.

Grading: letter grade or pass/no pass.

Formerly LIB 201. This course introduces students to fundamental cataloging skills, classification systems, and the organization of library collections. The course is certified as meeting a competency in the American Library Association's Library Support Staff Certification.

LIB 241 3 units

Introduction to Digitization

54 hours lecture

Recommended Preparation: LIB 240 or LIB 640.

Grading: letter grade or pass/no pass.

This course introduces students to digital preservation in libraries, digital asset management, and considerations for providing long-term access to digital resources. Preservation strategies for digital materials are emphasized, ensuring that students are well-prepared for the evolving digital landscape.

LIB 250 3 units

Introduction to Youth Services

54 hours lecture

Recommended Preparation: LIB 200 or LIB 600.

Grading: letter grade or pass/no pass.

This course introduces students to the specialized skills required for providing library services to children and young adults, including programming and promoting literacy. The course is certified as meeting a competency in the American Library Association's Library Support Staff Certification.

LIB 251 3 units

School Library Media Assistant

54 hours lecture

Recommended Preparation: LIB 200 or LIB 600.

Grading: letter grade or pass/no pass.

This course introduces students to the roles and responsibilities of library media assistants in school libraries, including instructional media, educational technology, and supporting teaching and learning. Students will acquire the skills needed to assist educators, students, and administrators in the use of educational resources in K-12 libraries.

LIB 271WE 1-4 units**Work Experience-Library Technician****72 hours laboratory**

Prerequisite: LIB 200 or LIB 600.

Recommended Preparation: LIB 210/610 and LIB 220/620 and LIB 230/630 and LIB 240/640 and LIB 250/650.

Grading: letter grade or pass/no pass.

This is a variable unit course, ranging from 1 to 4 units depending on the hours of work experience. See schedule of classes. Students learn and gain on-the-job experience in the Library Science and Information field. Learning objectives are established collaboratively by the student, supervisor, and instructor. A minimum of sixty (60) hours of non-paid work or seventy-five (75) hours of paid work during the semester are required for each unit of credit. Students may earn from 1 to 4 units credit. *Note: Transfer limitations.

LIB 600 0 units**Foundations of Library Services****54 hours lecture**

Grading: non graded.

This course is designed to help students become familiar with the mission and roles of libraries. It surveys the roles of library staff and the responsibilities of Access Services, Collection Services, Information Services, and Technical Services. Additional topics include ethics, values, and issues faced by library support staff in libraries.

LIB 601 0 units**Introduction to Information****36 hours lecture**

Grading: non graded.

This course will assist students in accessing and evaluating information. Topics include the landscape of credible information, bias in media, fake news, deep fakes, and the roles libraries play in providing access to credible information.

LIB 602 0 units**Introduction to Academic Research****54 hours lecture**

Grading: non graded.

This course helps students prepare for, and complete, college-level research assignments by offering overviews of scholarly authority and research strategies, including how to find books, ebooks, and peer-reviewed articles.

LIB 610 0 units**Introduction to Access Services****54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course is designed to teach students the valuable skills necessary to become qualified technicians. This course focuses on the major functions of library public and access services and topics will include: circulation management, collection maintenance, supervision of staff, confidentiality, intra and interlibrary loan, reserve collections, copyright laws, statistical design and compilation.

LIB 620 0 units**Introduction to Acquisitions****54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course is designed to teach students the valuable skills required to become qualified library technicians. This course focuses on the goals, functions, standards, and practices of collection development and acquisitions in the Technical Services unit of libraries.

LIB 630 0 units**Technology and Teamwork****54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course is designed to help students become familiarized with the mission and roles of libraries. It surveys the roles of library staff by introducing communication strategies, productive teamwork, and technology found in various library services.

LIB 640 0 units**Introduction to Cataloging****54 hours lecture**

Prerequisite: LIB 200 or LIB 600, and LIB 220 or LIB 620.

Recommended Preparation: LIB 210 or LIB 610.

Grading: non graded.

This course is designed to teach students to original and copy catalog books and other materials. Students will be prepared and equipped with the skills necessary to function in the workplace. This course is aimed at library support staff but may serve as a review for practicing librarians. Although print and non-print formats will be covered, emphasis will be placed primarily on print format, in particular, books. This course introduces students to cataloging principles and procedures including but not limited to: Copy and original cataloging of varying formats; descriptive and subject cataloging; Machine Readable Cataloging (MARC) formats; classification systems; and access points in the bibliographic record.

LIB 641 0 units**Introduction to Digitization****54 hours lecture**

Recommended Preparation: LIB 640 or LIB 240.

Grading: non graded.

This course introduces students to digital preservation in libraries, digital asset management, and considerations for providing long-term access to digital resources. Preservation strategies for digital materials are emphasized, ensuring that students are well-prepared for the evolving digital landscape.

LIB 650 0 units**Introduction to Youth Services****54 hours lecture**

Grading: non graded.

This course is designed to teach students the valuable skills necessary to become qualified technicians. Topics will include: the needs and literacy skills of youth from infant to teen, familiarization with print and digital library resources for youth, customer service and outreach strategies, creating programs, and instruction.

LIB 651 0 units**School Library Media Assistant****54 hours lecture**

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

This course prepares students with theory and skillsets needed as a library media technician in a school setting, including the creation of curriculum that supports reading, effective library visits, and administrative skills for running school libraries.