

# LIBRARY TECHNICIAN

The goal of the Library program is to prepare all students for transfer, vocational, and to become lifelong learners to function effectively in a highly technological society with an information-based economy. Library systems are designed, and the staff is organized and committed, to achieving the following objective: to help users develop information competency, a broad-based literacy that includes the skill to identify, retrieve, evaluate, and apply information to a problem-solving context.

## Associate in Science Degrees

- Library Technician - Associate in Science (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-as/>)

## Certificates of Achievement

- Library Technician - Certificate of Achievement (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-certificate-achievement/>)

## Certificates of Accomplishment

- Information Competency - Certificate of Accomplishment (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/information-competency-certificate-accomplishment/>)

## Certificates of Competency

- Information Competency - Certificate of Competency (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/information-competency-certificate-competency/>)

## Certificates of Completion

- Fundamentals of Academic Research - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/fundamentals-of-academic-research-certificate-completion/>)
- Library Technician - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-certificate-completion/>)
- Library Technician Patron Facing - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-patron-facing-certificate-completion/>)
- Library Technician School Media Assistant - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-school-media-assistant/>)
- Library Technician Technical Services - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-technical-services-certificate-completion/>)

### 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 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 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 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 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 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 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 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 250 3 units**  
**Introduction to Youth Services**  
**54 hours lecture**

Grading: letter grade or pass/no pass.  
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 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 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.

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

Prerequisite: LIB 200.  
Recommended Preparation: LIB 210, LIB 220, LIB 230, LIB 240, LIB 250.  
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 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.