

# 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

- Foundations in Academic Research - Certificate of Accomplishment (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/foundations-academic-research-certificate-accomplishment/>)

## Certificates of Competency

- Foundations in Academic Research - Certificate of Competency (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/foundations-academic-research-certificate-competency/>)

## Certificates of Completion

- Library Technician - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-certificate-completion/>)
- Library Technician Basic Digitization - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-basic-digitization-certificate-completion/>)
- Library Technician Public Services - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-public-services-certificate-completion/>)
- Library Technician School & Youth Services - Certificate of Completion (<https://lbcc-public.courseleaf.com/degrees-certificates/library-technician/library-technician-school-youth-services-certificate-completion/>)
- 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

#### Foundations 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 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 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 introduces students to the essential access services skills required in library settings. Topics covered include circulation processes, interlibrary loan, and customer service. The course is certified as meeting a competency in the American Library Association's Library Support Staff Certification.

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

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

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

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

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 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 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 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**

Recommended Preparation: LIB 600 or LIB 200.

Grading: non graded.

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

Recommended Preparation: LIB 200 or LIB 600.

Grading: non graded.

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.