Library Services and Technology

Degree

- Library Services and Technology (LIB.AAS) (http://catalog.oaklandcc.edu/programs/library-technical-services/library-technical-services-aas/) - Traditional or online program available

Certificate of Achievement

- Library Services and Technology (LIB.CA) (http://catalog.oaklandcc.edu/programs/library-technical-services/library-technical-services-certificate/) - Traditional or online program available

Library Technical Services Courses

Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

**LIB 1000	Introduction to the College Library and Information Resources	....1 Credit Hour**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement into ESL 1011 or higher.
This course is an introduction to services and resources provided by college libraries. This course will explore fundamental techniques of effective library use and basic research skills necessary for college readiness. BILLABLE CONTACT HOURS: 1

**LIB 1100	Information Research Methods	............2 Credit Hours**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
This course will provide students with the ability to find, evaluate and use information effectively, an ability that is not only vital to academic success but is also an important life skill. This course examines the organization of information, the research process, effective search strategies, evaluation of information, and the ethical use of information. Students will apply skills in these areas by conducting research on a variety of subjects. BILLABLE CONTACT HOURS: 2

**LIB 1150	Introduction to Library Services	..........3 Credit Hours**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
Pre- or Corequisite: LIB 1100 (Recommended)
This course will provide students with an understanding of the mission and roles of libraries including the ethics, values, and governance of libraries, and a basic knowledge of the functions of all positions and departments in a library. BILLABLE CONTACT HOURS: 3

**LIB 1200	Introduction to Media Technology	.......3 Credit Hours**
Equivalent: AVM 1010
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
This course enables students to obtain technological knowledge necessary for library work. It addresses important vocabulary, concepts and skills relating to technologies used in libraries today and to the role of libraries in providing patrons access to and assistance in using technology. BILLABLE CONTACT HOURS: 3

**LIB 2000	Collection Management	.......................3 Credit Hours**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
This course introduces students to basic technical services functions as they relate to ordering, receiving and accounting procedures for a variety of materials (e.g. books, films, serials, software). Some of the topics include vendor/library relations, library budgets, serials control, and basic MARC format/tagging. BILLABLE CONTACT HOURS: 3

**LIB 2100	Library Cataloging	.... 3 Credit Hours**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
This course introduces cataloging books and serials in an online environment. The Dewey Decimal and Library of Congress classification systems, subject analysis, MARC tagging, Anglo-American Cataloging Rules and Resource Description and Access are also covered. It is strongly recommended that this course be taken only after completing at least one other LIB course or having prior work experience in a library. BILLABLE CONTACT HOURS: 3

**LIB 2150	Library Access Services	.... 3 Credit Hours**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
This course examines the various methods of library service delivery and expands upon skills necessary to develop a personal commitment to excellent customer service. It explores elements of access services including circulation, reserves, interlibrary loan, stacks maintenance and related functions. BILLABLE CONTACT HOURS: 3

**LIB 2170	Introduction to Reference Resources	. 3 Credit Hours**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
Pre- or Corequisite: LIB 1100 (Recommended).
This course prepares library technicians to meet the basic information needs of library patrons utilizing library resources in print and digital formats. The functions and roles of reference work and the policies and procedures involved in accessing information resources for patrons are covered. BILLABLE CONTACT HOURS: 3

**LIB 2300	Interaction and Collaboration in the Library Environment	.... 2 Credit Hours**
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
Corequisite: LIB 2450
Note: Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.
This course prepares students to interact and collaborate effectively with library users, library staff, and others in a library setting to offer high-quality customer service. BILLABLE CONTACT HOURS: 2

LIB 2450   Library Practicum   .... 2 Credit Hours
ESL Placement Level: For English-as-a-Second-Language (ESL) students, placement in ESL 2520.
Prerequisite: Consent of Program Coordinator.
Corequisite: LIB 2300
In conjunction with LIB 2300, the purpose of this practicum is to provide students an opportunity to gain formal and practical work experience in a library. Students will have supervised experience of at least 90 hours in an approved library setting to apply and strengthen skills learned in other LIB courses. They will gain experience working in a library setting, including performing routine library tasks and communicating effectively with library users, library staff, and others in a variety of situations to offer high-quality customer service. Student self-assessment and reflection assignments and supervisory evaluations will be the basis for determining student performance. BILLABLE CONTACT HOURS: 2