

# Library Technical Services

---

## Degree

- Library Technical Services (LBT.AAS) (<http://catalog.oaklandcc.edu/programs/library-technical-services/library-technical-services-aas>)

## Certificate

- Library Technical Services (LBT.CT) (<http://catalog.oaklandcc.edu/programs/library-technical-services/library-technical-services-certificate>)

## 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

**English/ESL Placement:** Placement into ENG 1055 or higher (or placement into ESL 1011 or higher for students taking the ESL sequence of courses.)

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 ..... 1 Credit Hour

**English/ESL Placement:** Placement into ENG 1510.

This is a beginning course which introduces basic library information sources. Through lectures, recitation and presentation of practical individual search strategies, this course explores independent use of libraries and shows techniques to achieve effective research. Emphasis will be on electronic and print sources. BILLABLE CONTACT HOURS: 1

### LIB 1150 Introduction to Library Services .....3 Credit Hours

**English/ESL Placement:** Placement into ENG 1510.

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

**English/ESL Placement:** Placement into ENG 1510.

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

**English/ESL Placement:** Placement into ENG 1510.

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

**English/ESL Placement:** Placement into ENG 1510.

**Prerequisite:** Completion of 4 Library (LIB) credits.

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. BILLABLE CONTACT HOURS: 3

### LIB 2150 Library Access Services ..... 3 Credit Hours

**English/ESL Placement:** Placement into ENG 1510.

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 Library Resources and Services ..... 3 Credit Hours

**English/ESL Placement:** Placement into ENG 1510.

This course prepares library technicians to meet the basic information needs of patrons/users utilizing library resources in print and online formats. This course explores digital reference as well as other current trends in information resource technology. The organization, functions and roles of reference work as well as the policies and procedures involved in access to library collections are covered. BILLABLE CONTACT HOURS: 3

### LIB 2500 Library Internship .....4 Credit Hours

**English/ESL Placement:** Placement into ENG 1510.

**Prerequisite:** Completion of 15 Library (15) credits.

**Prerequisite:** Consent of Program Coordinator.

**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.

Students gain experience by working under the supervision of a librarian in a public, school, college, hospital, law or corporate library. Library placement is designed to give students a working knowledge of the library, including its functions and roles as they pertain to both technical services (ordering, processing, cataloging) and public services (circulation, periodical, reference). Students will be expected to prepare a journal and other assignments as directed by the program coordinator. (120 hours unpaid) BILLABLE CONTACT HOURS: 4