



Library Technology 101

INTRODUCTION TO LIBRARY PUBLIC SERVICES

Citrus College

Instructor: Karen Praeger

My work hours: Monday to Friday: 8-4

Work Phone: (626) 914-8646

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Library Hours: M-Th: 8:00 a.m.-9:00 p.m.; F: 8:00 a.m.-4:00 p.m.

Class Meets: Thursdays, 7 p.m. -8:50 p.m., Library Room 118

Course Description

This course is an introduction to the field of library technology. It surveys the philosophy and techniques of providing direct service to patrons in all types of libraries. The course covers the history of books and libraries, the philosophy and techniques of providing public service in different kinds of libraries, career exploration and resume writing, as well as an overview of the many functions of the library technician, including the use of catalogs and classification systems, circulation systems, reference, interlibrary loan and others.

#### Course Outcomes

Upon completion of this course, the student should be able to:

- Identify significant events in the history of libraries by viewing visual material and performing written exercises
- Differentiate between the various library technician functions, such as Circulation, Interlibrary Loan, Reference and Reserves through the completion of homework exercises, classroom discussions, and an observation assignment.
- Demonstrate knowledge of and understanding of correct resume writing protocol through developing and writing a personal resume and cover letter.
- Demonstrate knowledge of techniques for library presentations through preparation and oral class presentation on a library related topic.
- Critically examine and evaluate print and web-based information to gain knowledge of professional organizations, journals and current issues in the field of Library Technology.
- Define problems that could develop in personal interaction between library staff and patrons and formulate good customer service practices.
- Demonstrate the ability to successfully use library technology tools such as the online catalog and online bibliographic databases such as OCLC and Library of Congress Subject Headings.
- Apply the principles of both the Dewey Decimal and Library of Congress classification systems to locate library materials.

#### Course Readings

Text: Fourie, Denise K. and David R. Dowell. Libraries in the Information Age: An Introduction and Career Exploration. Greenwood, CO: Libraries Unlimited, 2002.

### Evaluation

Your final letter grade will be determined by the percentage of points you have earned based on the following scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

Distribution of the points are as follows:

1. Homework Exercises = 35%

2. Other Assignments: = 35%

3. Midterm = 15%

4. Final Exam = 15%

TOTAL: 100%

### Other Course Information

You will not be graded on attendance, but are expected to attend each class. You may not make up missed quizzes.

Any missing assignments or tests will be recorded as a zero and used to figure the final grade. All enrolled students will receive a letter grade at the end of the course.

Assignments more than 1 week late will be accepted but that assignment's earned points will be reduced by 10%.

**Drop Deadline: If you wish to drop, you are responsible for completing all needed forms in the Admissions Office by the posted deadline.**

Academic dishonesty, such as cheating or plagiarism, is in violation of the Citrus College Standards of Student Conduct. Students found to be engaging in such activity are subject to disciplinary action, such as probation or suspension.

If you have a disability that requires testing, or other, accommodations, please let me know before the third week of class, and consult the DSP&S Office in the ED building at (626) 914-8675.

Go to the IS-107 or Library 2 nd floor, to get your **student log-in** to gain access to the computers in the open labs. The log-in grants you about 20 pages per day of free printing in IS-107 and LL-103. The library printing costs 10¢ per page.

It is recommended that you get an email account on one of the internet sites (such as

<<http://mail.yahoo.com>>, or <<http://www.hotmail.com>> if you do not have one already.

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