

# LIBRARY TECHNICIAN

## Associate in Applied Science, 63 Credit Hours, 18-Month Program

### Diploma, 30 Credit Hours, 10-Month Program

The primary objective of the Library Technician program is to prepare students with the necessary skills to work in a supportive capacity to librarians and patrons. The aim of this program is to provide a solid foundation in core library technical skills, and provide students with the skills and knowledge of new trends in technology. Graduates will gain the skills to manage library software. Through their education and experience in this program, students will learn how to catalogue, maintain, and retrieve print, digital, and audiovisual resources, and specialized media. They will also be introduced to research strategies for library catalogues, databases, and the World Wide Web and learn skills in website development. This program also will provide education and training in soft skills such as communication, teamwork, interpersonal skills, and attention to detail.

The Library Technician program is designed for students who are interested in working in a library and assisting patrons, supporting librarians, maintaining library databases, cataloguing and researching materials, and serving as a team member in a library setting. Library technicians are employed in settings such as public libraries, higher education libraries, K-12 libraries, and special libraries such as medical, law, corporate, and government facilities.

There are opportunities for a two-semester diploma in Library Technician.

Course No.	Course Title	Credits
<b>General Education Requirements</b>		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ECON 202	PRINCIPLES OF MACROECONOMICS	3
ENGL 101	COMPOSITION* <i>or</i>	3
ENGL 203	TECHNICAL WRITING II	
MATH 112	BUSINESS MATHEMATICS**	3
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
	<b>Total</b>	<b>15</b>
<b>Technical Requirements</b>		
BUS 120	PRINCIPLES OF MARKETING	3
BUS 218	DESIGN ESSENTIALS	3
BUS 156	WEBSITE DEVELOPMENT FOR BUSINESS	3
BUS 210	SUPERVISORY MANAGEMENT	3
LIBR 100	INTRODUCTION TO LIBRARY SERVICES	3
LIBR 102	INTRODUCTION TO LIBRARY CIRCULATION AND CUSTOMER SERVICE	3
LIBR 104	PUBLIC SERVICES FOR LIBRARY TECHNICIANS	3
LIBR 120	PROGRAMMING AND SERVICES FOR ALL AGES	3
LIBR 122	CHILDREN'S AND YOUNG ADULT LITERATURE	3
LIBR 200	INTRODUCTION TO TECHNICAL SERVICES: ACQUISITIONS, SERIALS, AND PROCESSING	3
LIBR 202	CONTENT CREATION AND MOBILE LIBRARY SERVICES	3
LIBR 204	SELECTION AND ACCESS RESOURCES	3
LIBR 220	INTRODUCTION TO CATALOGING AND CLASSIFICATION	3
LIBR 222	REFERENCE RESOURCES	3
LIBR 224	TECHNOLOGY INFORMATION RESOURCES AND ONLINE SOCIAL NETWORKING	3
LIBR 299	INTERNSHIP	3
	<b>Total</b>	<b>48</b>

**All remedial coursework must be completed in the first semester.**

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math

**Semester breakdown on next page**

### Semester Breakdown AAS

First Semester			Second Semester		
		CR			CR
CIS 105	Microcomputer Software Applications I	3	LIBR 104	Public Services for Library Technicians	3
LIBR 100	Introduction to Library Services	3	LIBR 120	Programming and Services for All Ages	3
LIBR 102	Introduction to Library Circulation and Customer Service	3	LIBR 122	Children's and Young Adult Literature	3
ENGL101	Composition <i>or</i>	3	BUS 156	Website Development for Business	3
ENGL 203	Technical Writing II	3	PSYC 101	General Psychology <i>or</i>	3
MATH 112	Business Mathematics	3	PSYC 103	Human Relations in the Workplace	3
<b>Total Credit Hours</b>		<b>15</b>	<b>Total Credit Hours</b>		<b>15</b>

  

Third Semester			Fourth Semester		
		CR			CR
LIBR 200	Introduction to Technical Services: Acquisitions, Serials, and Processing	3	LIBR 220	Introduction to Cataloging and Classification	3
LIBR 202	Content Creation and Mobile Library Services	3	LIBR 222	Reference Resources	3
LIBR 204	Selection and Access Resources	3	LIBR 224	Technology Information Resources & Online Social Networking	3
BUS 218	Design Essentials	3	BUS 120	Principles of Marketing	3
BUS 210	Supervisory Management	3	LIBR 299	Internship	3
ECON 202	Principles of Macroeconomics	3			
<b>Total Credit Hours</b>		<b>18</b>	<b>Total Credit Hours</b>		<b>15</b>

### Semester Breakdown Diploma

First Semester			Second Semester		
		CR			CR
CIS 105	Microcomputer Software Applications I	3	LIBR 104	Public Services for Library Technicians	3
LIBR100	Introduction to Library Services	3	LIBR 120	Programming and Services for All Ages	3
LIBR 102	Introduction to Library Circulation and Customer Service	3	LIBR 122	Children's and Young Adult Literature	3
ENGL101	Composition <i>or</i>	3	BUS 156	Website Development for Business	3
ENGL 203	Technical Writing II	3	PSYC 101	General Psychology <i>or</i>	3
MATH 112	Business Mathematics	3	PSYC 103	Human Relations in the Workplace	3
<b>Total Credit Hours</b>		<b>15</b>	<b>Total Credit Hours</b>		<b>15</b>