

Library Technician

Associate of Applied Science, 63 Credit Hours, 18-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 including gaining 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 Internet and learn skills in website development. In addition, this program will provide education and training in soft skills such as communication, teamwork, and interpersonal skills.

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.

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ECON 202	PRINCIPLES OF MACROECONOMICS <i>or</i>	3
SOC 100	INTRODUCTION TO SOCIOLOGY	
ENGL 101	COMPOSITION*	3
MATH 100	ELEMENTARY ALGEBRA** <i>or higher or</i>	3
MATH 112	BUSINESS MATHEMATICS**	
PSYC 101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
	Total	15
Technical Requirements		
BUS 120	PRINCIPLES OF MARKETING	3
BUS 158	WEB DESIGN FOR BUSINESS	3
BUS 210	SUPERVISORY MANAGEMENT	3
BUS 218	DESIGN ESSENTIALS	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 122	CHILDREN'S AND YOUNG ADULT LITERATURE	3
LIBR 125	LIBRARY OUTREACH FOR DIVERSE POPULATIONS	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 <i>or</i>	3
BUS 241	ADVANCED COMPUTER APPLICATIONS FOR BUSINESS	
	Total	48

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

Semester breakdown on next page

2018-2019 Academic Catalog-3/2018

Semester Breakdown

First Semester			Second Semester		
		CR			CR
LIBR 100	Introduction to Library Services	3	LIBR 104	Public Services for Library Technicians	3
LIBR 102	Introduction to Library Circulation and Customer Service	3	LIBR 125	Library Outreach for Diverse Populations	3
ENGL 101	Composition	3	LIBR 122	Children's and Young Adult Literature	3
CIS 105	Microcomputer Software Applications I	3	BUS 158	Web Design for Business	3
MATH 100	Elementary Algebra <i>or higher or</i>	3	PSYC 101	General Psychology <i>or</i>	3
MATH 112	Business Mathematics		PSYC 103	Human Relations in the Workplace	
Total Credit Hours		15	Total Credit Hours		15
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 210	Supervisory Management	3	LIBR 299	Internship <i>or</i>	3
BUS 218	Design Essentials	3	BUS 241	Computer Applications for Business	3
ECON 202	Principles of Macroeconomics <i>or</i>	3	BUS 120	Principles of Marketing	3
SOC 100	Introduction to Sociology				
Total Credit Hours		18	Total Credit Hours		15

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.