

Library Technician

Diploma, 30 Credit Hours, 9-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
ENGL	101	COMPOSITION*	3
MATH	100	ELEMENTARY ALGEBRA <i>or higher or</i>	3
MATH	112	BUSINESS MATHEMATICS**	3
PSYC	101	GENERAL PSYCHOLOGY <i>or</i>	3
PSYC	103	HUMAN RELATIONS IN THE WORKPLACE	3
Total			12
Technical Requirements			
BUS	158	WEB DESIGN FOR BUSINESS	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	125	LIBRARY OUTREACH FOR DIVERSE POPULATIONS	3
LIBR	122	CHILDREN'S AND YOUNG ADULT LITERATURE	3
Total			18

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Semester Breakdown Diploma

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	3	PSYC 103	Human Relations in the Workplace	3
Total Credit Hours		15	Total Credit Hours		15