

# Library

The Sacramento City College Library offers three different types of instruction: Library and Information Technology Classes (LIBT), Library Research Classes (LIBR), and Non-Credit Library Instruction.

Please [Ask a Librarian](https://v2.libanswers.com/chati.php?hash=3ed10430124d950ef2b216a68e1b18ba&referer=https%3A%2F%2Fwww.scc.losrios.edu%2Fstudent-resources%2Flibrary&referer_title=Library) ([https://v2.libanswers.com/chati.php?hash=3ed10430124d950ef2b216a68e1b18ba&referer=https%3A%2F%2Fwww.scc.losrios.edu%2Fstudent-resources%2Flibrary&referer\\_title=Library](https://v2.libanswers.com/chati.php?hash=3ed10430124d950ef2b216a68e1b18ba&referer=https%3A%2F%2Fwww.scc.losrios.edu%2Fstudent-resources%2Flibrary&referer_title=Library)) via chat or drop by the Research Help Desk on the second floor of the Learning Resource Center for assistance or more information.

## Areas of Instruction

### Library and Information Technology Classes (LIBT )

LIBT classes are Career Education (CE) credit courses that will enable students to earn a degree or certificate in Library and Information Technology and work as a Library Technician or Assistant. These courses teach a wide range of technical skills that will prepare students who wish to start a career in libraries. Students from this program can find employment in over 200 school, public, special, and other libraries in the greater Sacramento region.

### Library Research Classes (LIBR)


LIBR credit courses are designed to equip students with vital research skills, enabling their success in college classes and on the job. Students will gain “research survival skills” to cope with the information-rich environment in which they live and work. In particular, these classes teach students how to find and evaluate information from print, the Internet, and other online resources.


### Non-Credit Library Instruction

SCC Librarians offer non-credit sessions demonstrating the use of library resources and the Internet. Librarians are also available to guide students through the research process whenever the library is open. Please drop by the reference desk on the second floor of the Learning Resource Center for assistance or more information.

**Dean** [Kevin Flash \(/about-us/contact-us/faculty-and-staff-directory/kevin-flash\)](/about-us/contact-us/faculty-and-staff-directory/kevin-flash)

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## Associate Degree

### A.S. in Library and Information Technology

The Library and Information Technology program is designed to assist students in the development of a wide range of technical skills in both library and media services that can lead to or enhance employment in the library field for paraprofessionals. Additionally, the curriculum is a valuable introduction to the field for students who plan to go into graduate studies to become librarians.

**Catalog Date:** June 1, 2020

### Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
CISA 315	Introduction to Electronic Spreadsheets	2
LIBT 100	Introduction to Library and Information Technology	1
LIBT 300	Introduction to Library Services	2
LIBR 325	Internet Research Skills (3)	3
or LIBT 325	Internet Research Skills (3)	
LIBT 330	Library Technical Processes	3
LIBT 331	Library Cataloging Procedures	3
LIBT 333	Library/Media Materials and Equipment	1
LIBT 343	Library Public Services	3
LIBT 345	Library Teamwork and Supervision	2
LIBT 110	Job Search Skills	1
A minimum of 2 units from the following:		2

COURSE CODE	COURSE TITLE	UNITS
LIBT 498	Work Experience in Library and Information Technology (1 - 4)	
A minimum of 1 unit from the following:		1
WEXP 498	Work Experience in (Subject) (1 - 4)	
or LIBT 498	Work Experience in Library and Information Technology (1 - 4)	
Total Units:		24

The Library and Information Technology Associate in Science (A.S.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See SCC graduation requirements.

## Student Learning Outcomes

Upon completion of this program, the student will be able to:

- describe the philosophical and legal foundations of libraries and the history, mission, roles, and organization of various types of libraries and networks.
- examine and analyze the ethical, legal, and socio-political issues surrounding information and information technology and the basic laws, standards, and governance that pertain specifically to libraries and the Internet.
- evaluate materials and electronic resources, construct and implement effective search strategies, and select the most appropriate information retrieval systems to meet library user needs.
- apply standard methods of selecting/deselecting, acquiring, preparing, organizing (cataloging and classifying), maintaining, and circulating library materials.
- describe the role technology plays in the creation, retrieval, and delivery of library resources and services.
- select, use, and maintain appropriate equipment for library functions and services; perform basic troubleshooting.
- manage a small library, a school library media center, or a department within a library.
- understand the history of the Internet, how it functions, ethical issues relating to it, and how to use informational resources on the Internet to do research.
- prepare for a job search in the library profession, create related application materials such as a resume and cover letter, and practice interviewing for a library position.

## Career Information

Almost every community in the nation has a library. In the greater Sacramento area alone, there are almost 200 libraries of various kinds employing professional librarians and library clerks and technicians. Jobs are available in public, school, businesses, and special libraries as well as in media centers.

# Certificate of Achievement

## Library and Information Technology Certificate

The Library and Information Technology program is designed to assist students in the development of a wide range of technical skills in both library and media services that can lead to or enhance employment in the library field for paraprofessionals. Additionally, the curriculum is a valuable introduction to the field for students who plan to go into graduate studies to become librarians.

**Catalog Date:** June 1, 2020

## Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
CISA 315	Introduction to Electronic Spreadsheets	2
LIBT 100	Introduction to Library and Information Technology	1
LIBT 300	Introduction to Library Services	2
LIBR 325	Internet Research Skills (3)	3
or LIBT 325	Internet Research Skills (3)	
LIBT 330	Library Technical Processes	3
LIBT 331	Library Cataloging Procedures	3
LIBT 333	Library/Media Materials and Equipment	1
LIBT 343	Library Public Services	3
LIBT 345	Library Teamwork and Supervision	2
LIBT 110	Job Search Skills	1
A minimum of 2 units from the following:		2
LIBT 498	Work Experience in Library and Information Technology (1 - 4)	
A minimum of 1 unit from the following:		1
WEXP 498	Work Experience in (Subject) (1 - 4)	
or LIBT 498	Work Experience in Library and Information Technology (1 - 4)	

COURSE CODE	COURSE TITLE	UNITS
Total Units:		24

## Student Learning Outcomes

Upon completion of this program, the student will be able to:

- describe the philosophical and legal foundations of libraries and the history, mission, roles, and organization of various types of libraries and networks.
- examine and analyze the ethical, legal, and socio-political issues surrounding information and information technology and the basic laws, standards, and governance that pertain specifically to libraries and the Internet.
- evaluate materials and electronic resources, construct and implement effective search strategies, and select the most appropriate information retrieval systems to meet library user needs.
- apply standard methods of selecting/deselecting, acquiring, preparing, organizing (cataloging and classifying), maintaining, and circulating library materials.
- describe the role technology plays in the creation, retrieval, and delivery of library resources and services.
- select, use, and maintain appropriate equipment for library functions and services; perform basic troubleshooting.
- manage a small library, a school library media center, or a department within a library.
- understand the history of the Internet, how it functions, ethical issues relating to it, and how to use informational resources on the Internet to do research.
- prepare for a job search in the library profession, create related application materials such as a resume and cover letter, and practice interviewing for a library position.

## Career Information

Almost every community in the nation has a library. In the greater Sacramento area alone, there are almost 200 libraries of various kinds employing professional librarians and library clerks and technicians. Jobs are available in public, school, businesses, and special libraries as well as in media centers.

## Certificate

### School Library Media Center Certificate

The School Library Media Center Certificate is designed to prepare students with the skills and knowledge needed to run a school library media center. Students with little or no experience working in libraries will gain a valuable understanding of common job requirements for work in school library media centers. Students who are currently employed in school libraries will gain an improved understanding of their jobs and potentially increase their employment opportunities.

**Catalog Date:** June 1, 2020

### Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
LIBT 100	Introduction to Library and Information Technology	1
LIBT 300	Introduction to Library Services	2
LIBT 325	Internet Research Skills	3
LIBT 330	Library Technical Processes	3
LIBT 333	Library/Media Materials and Equipment	1
LIBT 340	Running a School Library Media Center	3
LIBT 343	Library Public Services	3
LIBT 498	Work Experience in Library and Information Technology (1 -4)	1 - 4
or WEXP 498	Work Experience in (Subject) (1 -4)	
Total Units:		17 - 20

## Student Learning Outcomes

Upon completion of this program, the student will be able to:

- manage a school library media center.
- describe the skills and personal qualities that make an effective library paraprofessional.
- describe the philosophical and legal foundations of libraries and the history, mission, roles, and organization of various types of libraries and networks.
- describe the processes required for acquiring and maintaining a library collection.
- identify the most appropriate methods for providing library services to a diverse clientele.
- understand the history of the Internet, how it functions, ethical issues relating to it, and how to use informational resources on the Internet to do research.
- select, use, and maintain appropriate equipment for library functions and services; perform basic troubleshooting.

## Career Information

There are a large number of job opportunities for School Library Media Center Assistants in the Sacramento region. There are multiple school districts in Sacramento County alone. Most k-12 school sites have a school library media center and school administrators are interested in well trained library staff to run these facilities.

# Library (LIBR)

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## LIBR 305 Legal Information Resources

<b>Units:</b>	0.5
<b>Hours:</b>	9 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLW 320 (Advanced-Low Writing) and ESLR 320 (Advanced-Low Reading) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course will explore both print and electronic legal information resources. Students will gain a general understanding of the legal system in the United States and the associated legal resources. They will learn how to analyze topics, define information needs, and utilize appropriate legal resources. It is designed for people working in libraries with legal resources, students who might be doing legal research, or individuals interested in the legal field.

### Student Learning Outcomes

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

- identify and select the appropriate legal resource to use when researching and answering specific questions and topics.
- examine and evaluate the qualities and usefulness of various types of legal resources.
- analyze a legal research question, evaluate appropriate resources, and develop effective and efficient research strategies using the appropriate legal resources.
- describe appropriate uses of print and online legal resources.

## LIBR 307 Medical Information Resources

<b>Units:</b>	1
<b>Hours:</b>	18 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLW 320 (Advanced-Low Writing) and ESLR 320 (Advanced-Low Reading) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course will explore print and electronic sources of medical information. It is designed for people working in libraries with medical resources or individuals interested in the medical field.

### Student Learning Outcomes

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

- identify and select the appropriate medical resource to use when answering specific questions.
- examine and evaluate the qualities and usefulness of various types of medical resources.
- analyze a research question, evaluate appropriate databases, and develop effective and efficient research strategies using internet resources.
- identify the appropriate uses for print and online medical resources.

## LIBR 318 Library Research and Information Literacy

<b>Units:</b>	1
<b>Hours:</b>	18 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLW 320 (Advanced-Low Writing) and ESLR 320 (Advanced-Low Reading) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU; UC
<b>General Education:</b>	AA/AS Area III(b)
<b>Catalog Date:</b>	June 1, 2020

This course provides students with the information competency skills necessary for research and information evaluation. Students will delve into the academic research process as well as gain insight into the vast world of information. The skills acquired in this course are applicable to academic research, on-the-job research, and lifelong learning.

### Student Learning Outcomes

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

- develop strategies for choosing, exploring, and refining a research topic.
- strategically search for different types of information using a wide variety of research tools, approaching research as an ongoing process of inquiry.
- identify differences in the creation, use, and value of scholarly and academic sources, web resources, and other types of sources.
- evaluate sources for currency, relevance, authority, accuracy, and suitability for college-level research.
- use information ethically by giving credit to the original ideas of others and avoiding plagiarism.

# LIBR 325 Internet Research Skills

<b>Same As:</b>	LIBT 325
<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU; UC
<b>General Education:</b>	AA/AS Area III(b)
<b>Catalog Date:</b>	June 1, 2020

This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Emphasis is placed on the effective use of the Internet as a research tool. This course covers free Internet search tools as well as subscription databases and emerging technologies. Searching strategies are covered as are techniques for selecting appropriate search tools for different research needs. Historical and social issues surrounding the Internet are also discussed. This course will also discuss the use of Internet technologies in libraries. The Internet seeking and evaluation skills learned in this class are critical for anyone who is seeking employment in a library setting. Credit may be awarded for LIBR 325 or LIBT 325, but not for both.

## Student Learning Outcomes

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

- identify and analyze the historical and ongoing development of the Internet, including social and ethical issues.
- analyze a research question, evaluate potential appropriate databases, and construct effective and efficient research strategies using Internet resources.
- identify online databases and other electronic sources to select appropriate, relevant information.
- employ critical thinking skills in evaluating information for authority, relevance, scope, timeliness, and accuracy.
- evaluate information retrieval systems in terms of reliability, ease of use, and consistency.
- compare and contrast information retrieval systems such as search engines, directories, and library databases.

# LIBR 495 Independent Studies in Library

<b>Units:</b>	1 - 3
<b>Hours:</b>	54 - 162 hours LAB
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty, and students. Independent study in Library coursework allows students to investigate and explore areas of interest in the field.

## Student Learning Outcomes

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

- produce work independently on library related topics.
- discuss library issues with other professionals in the field.

# LIBR 499 Experimental Offering in Library

<b>Units:</b>	0.5 - 4
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

# Library and Information Technology (LIBT)

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## LIBT 100 Introduction to Library and Information Technology

<b>Units:</b>	1
<b>Hours:</b>	18 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Catalog Date:</b>	June 1, 2020

This course is designed to introduce students to the Library and Information Technology Program at Sacramento City College and to the culture and expectations of the library profession as a whole. Topics will include an overview of the library profession and important skills used by library paraprofessionals such as effective communication and basic computer skills. Students will also learn to use the college's learning management system, library catalog, and databases. Students should plan on taking this course in conjunction with or before they begin LIBT 300.

## Student Learning Outcomes

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

- identify the different types of libraries and the different parts of a library organization.
- describe the skills and personal qualities that make an effective library paraprofessional.
- utilize the online catalog and online subscription databases effectively.
- describe the importance of equity, diversity, and representation in libraries.

## LIBT 110 Job Search Skills

<b>Units:</b>	1
<b>Hours:</b>	18 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Catalog Date:</b>	June 1, 2020

This course will prepare students for a successful job search in any field. Utilizing traditional and electronic methods; students will research job opportunities in their chosen profession; identify key workplace skills; learn best practices for writing applications; resumes; and cover letters; learn relevant career networking skills; and practice interviewing techniques.

## Student Learning Outcomes

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

- analyze a job advertisement.
- create a professional resume and cover letter.
- complete a mock interview demonstrating an understanding of appropriate interview behavior and skills.
- give examples of communication techniques that are important for interpersonal networking.

## LIBT 300 Introduction to Library Services

<b>Units:</b>	2
<b>Hours:</b>	36 hours LEC
<b>Prerequisite:</b>	LIBT 100 with a grade of "C" or better OR current enrollment in LIBT 100.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course is designed for persons interested in exploring paraprofessional library employment and for students interested in understanding the use of library resources. The course covers the history and types of libraries and information providers; an overview of library services including reference and technical services; instruction and practice in the use of library classification systems; equity and diversity in library settings; current issues in libraries and library employment opportunities. Three field trips to local libraries and archives or alternative assignments will be required.

## Student Learning Outcomes

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

- discuss and analyze the history of library evolution as it has determined today's libraries and school library media centers.
- distinguish the various types of libraries, the functions and roles of libraries, and school library media centers.
- recount the basic ethical, legal, and socio-political issues surrounding libraries, information, and information technology as well as basic laws, standards, and governance that pertain specifically to libraries.
- analyze methods of effective communication and apply them appropriately to customer relations, handling complaints, and problem behavior.
- compare and contrast employment opportunities in all types of libraries and related information centers.

## LIBT 325 Internet Research Skills

<b>Same As:</b>	LIBR 325
<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU; UC
<b>General Education:</b>	AA/AS Area III(b)
<b>Catalog Date:</b>	June 1, 2020

This course is an introductory survey to the content, use, and the evaluation of electronic information sources. Emphasis is placed on the effective use of the Internet as a research tool. This course covers free Internet search tools as well as subscription databases and emerging technologies. Searching strategies are covered as are techniques for selecting appropriate search tools for different research needs. Historical and social issues surrounding the Internet are also discussed. This course will also discuss the use of Internet technologies in libraries. The Internet seeking and evaluation skills learned in this class are critical for anyone who is seeking employment in a library setting. Credit may be awarded for LIBR 325 or LIBT 325, but not for both.

# Student Learning Outcomes

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

- identify and analyze the historical and ongoing development of the Internet, including social and ethical issues.
- analyze a research question, evaluate potential appropriate databases, and construct effective and efficient research strategies using Internet resources.
- identify online databases and other electronic sources to select appropriate, relevant information.
- employ critical thinking skills in evaluating information for authority, relevance, scope, timeliness, and accuracy.
- evaluate information retrieval systems in terms of reliability, ease of use, and consistency.
- compare and contrast information retrieval systems such as search engines, directories, and library databases.

## LIBT 330 Library Technical Processes

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course will introduce the student to the work in a library technical services department. A primary focus will be duties and responsibilities of the library paraprofessional with regard to acquisitions processes (selection, verification, ordering, and receiving). Also included is an overview of other technical services responsibilities, such as cataloging and catalog maintenance.

## Student Learning Outcomes

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

- identify infrastructures (technologies, vendor services, etc.) applicable to technical services.
- identify the different parts of collection development, including selecting books and using a variety of selection tools.
- describe various technical services functions, including acquisitions, physical processing, and preservation.
- describe the digitization process.
- describe the the importance of diversity in library collections.

## LIBT 331 Library Cataloging Procedures

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	LIBT 100, 300, and 330 with grades of "C" or better
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course will introduce the student to the rules and practices of cataloging. The course includes the study of both descriptive and subject cataloging and classification systems. The course will also cover the formats required for both computerized and traditional catalog records.

## Student Learning Outcomes

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

- demonstrate an understanding of the cataloging rules and tools.
- interpret MARC records and produce cataloging records in MARC format.
- perform copy cataloging for various types of materials.
- develop an awareness of non-MARC cataloging standards, such as Bibliographic Framework, Dublin Core, MODs, METs, etc.

## LIBT 333 Library/Media Materials and Equipment

<b>Units:</b>	1
<b>Hours:</b>	18 hours LEC
<b>Prerequisite:</b>	LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This is a survey course in the understanding, use, and care of electronic media materials and equipment used in libraries. The course includes the utilization of computers and computer networks, audio, video and related technologies. A field trip to a local library or alternative assignments may be required.

# Student Learning Outcomes

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

- recognize, compare, and contrast the diversity of media materials and equipment that are important to staff functions and customer services in the library.
- demonstrate technical skills in the utilization of media equipment.
- demonstrate understanding of the increasing importance of non-book and non-print media found in many library collections.
- identify the appropriate use of media for a variety of applications.
- identify and practice using proper selection tools for choosing and acquiring media and equipment.
- identify sources and develop contacts with individuals and institutions to facilitate resource sharing.
- demonstrate research skills and knowledge related to new and emerging technologies.

## LIBT 340 Running a School Library Media Center

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course on the school library media center provides a broad overview of its philosophy, history, function, and relationship to elementary and secondary schools. The course covers collections, technology, programming, marketing and public relations, budgeting, professional development, staffing, organization, advocacy, equity and diversity, and the relationship between the library program and the school curriculum. A field trip to a local school library media center or alternative assignments may be required.

# Student Learning Outcomes

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

- describe the history of the school library media center and its current function and relationship with the school curriculum.
- acquire and organize library and media materials, using technology.
- develop public relations and fund raising campaigns for a school library media center.
- assist teachers with instructing students in the use of all types of library and media materials and electronic resources.
- create goals and objectives for a school library media center and recommend procedures for their implementation.

## LIBT 341 Library Services for Children and Youth

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course will be an exploration of the traditional and electronic resources essential to working effectively with children and adolescents. Material selection and evaluation, information literacy, and programming will be related to classic and popular literature and media, equity, diversity, multiculturalism, and other contemporary subjects. Students will experience storytelling, book talking, program preparation, and other ways of sharing literature with children and youth. A field trip to a local library or an alternative assignment may be required.

# Student Learning Outcomes

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

- review the historical development of literature for children and teens.
- utilize information sources in a variety of formats to meet the information needs of children, youth, and parents.
- develop appropriate criteria for the selection and evaluation of library materials for children and youth.
- analyze children and youth adult materials for readers' advisory purposes and differentiate among the various genres and reading comprehension levels.
- identify various methods of sharing literature with children and teens (storytelling, book talking, displays, and programming).

## LIBT 342 Libraries in Correctional Settings

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	None.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020



This course is designed to provide students with an overview of the main skills, requirements, and knowledge expected of staff members working in correctional libraries. Topics include the history and current state of correctional libraries, collection development and management, library staffing in correctional settings, literacy improvement opportunities, and legal issues.

## Student Learning Outcomes

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

- describe the history and current state of libraries in correctional facilities
- identify the main concepts of collection development and maintenance in correctional libraries
- identify the main issues of managing and staffing libraries in correctional settings
- identify options to improve literacy among prison populations through library and literacy programming in correctional libraries
- identify legal issues specific to correctional libraries

## LIBT 343 Library Public Services

<b>Units:</b>	3
<b>Hours:</b>	54 hours LEC
<b>Prerequisite:</b>	LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course acquaints students with library access and reference services, including the different aspects of interacting with library patrons in a public environment and providing them with access to library collections. Students will learn to select and successfully utilize the appropriate resource to assist library patrons with questions and finding information. Students will also learn about circulation systems, security, collection maintenance, and resource sharing in libraries. Ethical issues in libraries such as intellectual property, privacy, equity, and diversity will also be addressed. Field trips to local libraries or alternative assignments will be required. Students will be required to be on campus for a specific number of class sessions.

## Student Learning Outcomes

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

- use basic reference, information, and community resources in print, non-print, and digital formats in order to conduct and support basic research and reference inquiries.
- interpret legal and ethical issues involved in reference services, including user privacy, confidentiality, and copyright.
- conduct effective reference interviews, help users define their information needs, and determine when referrals are necessary.
- search for and identify materials in all formats and assist users in accessing those materials from local and non-local sources.
- identify appropriate processes, technology, and equipment for circulating library materials, resource sharing, reserves, and user services.
- explain principles, policies, and procedures of security for people, equipment, and collections.

## LIBT 345 Library Teamwork and Supervision

<b>Units:</b>	2
<b>Hours:</b>	36 hours LEC
<b>Prerequisite:</b>	LIBT 100 and LIBT 300 with a grade of "C" or better OR current enrollment in LIBT 100 and LIBT 300.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

In this course, students will be introduced to basic skills and competencies needed to operate a school library media center, small library, or department within a large library. The course includes working within an organization, effective communication, planning and organization, time management, marketing and public relations, customer service, budgeting, operational manuals and reports, problem behavior, disaster preparedness, and the principles of supervision. Visits to local libraries or alternative assignments may be required.

## Student Learning Outcomes

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

- analyze methods of effective communication and apply them appropriately to customer service, handling complaints and problem behavior, and emergency management.
- formulate operational manuals, reports, and disaster preparedness procedures.
- describe the responsibility of supervisors for managing conflict, observing employment laws, facility management, and new technology into daily library operations.
- identify how to develop positive relationships within the organization and the community and work effectively with volunteers and support organizations.
- recognize the principles of supervision and apply them effectively in hiring, training, motivating, delegating, counseling and disciplining, and evaluating staff, and volunteers.

## LIBT 494 Topics in Library and Information Technology

<b>Units:</b>	0.5 - 4
<b>Hours:</b>	9 - 72 hours LEC
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course is designed to enable library technology students to learn about recent developments in the library field. Selected topics would not include those that are part of current course offerings.

## Student Learning Outcomes

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

- develop analytical reasoning and critical thinking skills as they relate to the study of libraries.
- demonstrate an understanding and apply principles of library technology.

## LIBT 495 Independent Studies in Library and Information Technology

<b>Units:</b>	1 - 3
<b>Hours:</b>	54 - 162 hours LAB
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This course involves an individual student or small groups of students in study, research, or activities beyond the scope of regular offered courses, pursuant to an agreement among college, faculty, and students. Independent studies in Library and Information Technology allow students to investigate and explore areas of interest in the field.

## Student Learning Outcomes

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

- produce work independently on library related topics.
- discuss library issues with other professionals in the field.

## LIBT 498 Work Experience in Library and Information Technology

<b>Units:</b>	1 - 4
<b>Hours:</b>	60 - 300 hours LAB
<b>Prerequisite:</b>	LIBT 100, 300, 330, and 343 with grades of "C" or better; LIBT 331 with a grade of "C" or better OR current enrollment in LIBT 331.
<b>Advisory:</b>	ENGWR 300 (College Composition); or ESLR 320 (Advanced-Low Reading) and ESLW 320 (Advanced-Low Writing) with grades of "C" or better; or placement through the assessment process. Basic familiarity with computers is recommended for this course. Successful completion of CISC 300 or basic familiarity with computers is recommended for this course.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

This is structured, on-the-job training experience in Sacramento area libraries and school library media centers under the supervision of professional librarians and library media specialists. The student, in collaboration with the work experience supervisors, will prepare learning objectives that are approved by the instructor. Each student will be required to keep a job journal.

One unit of credit will be granted for each 60 hours of unpaid work per unit or 75 hours of paid work. This course may be taken up to three times for credit. A minimum of three units is required for the certificate and/or degree. A student may use 1 unit of WEXP 498 to fulfill the Library and Information Technology program requirements. The other 2 units must be LIBT 498.

Only one Work Experience course may be taken per semester.

For the Library and Information Technology degree or certificate, each student is required to work in a minimum of two libraries. If the student is already working in a library at a paraprofessional level, the current job may be counted as one of the libraries.

This course should be taken after completing most of the other coursework for the Library and Information Technology certificate or degree.

## Student Learning Outcomes

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

- choose appropriate actions to meet goals and schedules and accept responsibility for accomplishments, successes, failures, and mistakes in work environments, which will allow the student to succeed in a work environment.
- evaluate appropriate methods to communicate ideas or plans to stakeholders including supervisors, advisory boards, staff, and co-workers.
- apply classroom study through application of planned, supervised on-the-job experience.

## LIBT 499 Experimental Offering in Library and Information Technology

<b>Units:</b>	0.5 - 4
<b>Prerequisite:</b>	None.
<b>Transferable:</b>	CSU
<b>Catalog Date:</b>	June 1, 2020

## Faculty

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