

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Upon successful completion of LIBT 120, the student will:

1. Describe technical services, its organization, and the role of the library technician.
2. Describe how collection development and acquisitions reflect the overall goals, objectives, and policies of a library.
3. Select, verify, order, and receive various types of library materials.
4. Describe and correctly use library software used in technical services departments.
5. Locate and edit bibliographic data including MARC records from recommended sources.
6. Create library procedures for staff and customers.
7. Develop and implement a library materials budget.
8. Describe the factors associated with collection maintenance and state their significance to library operations.

METHODS:

A combination of lectures, demonstrations, in-class learning activities, and labs.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) Yes No

METHODS OF OBTAINING PLAR:

The following approaches to PLAR may be considered (but not limited to): portfolio, demonstration, interview, examination, etc.

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Wilkinson, Francis and Linda Lewis. The Complete Guide to Acquisitions Management. Westport: Libraries Unlimited, 2003.

SUPPLIES / MATERIALS:

Current electronic media storage.

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Assignments 60%

Midterm Exam 20%

Final Exam 20%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Organization and staffing of technical services departments
Collection development
Library acquisitions procedures
Processing of library materials
Maintenance activities (weeding, inventory)
Cataloguing
Budgeting