

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Library and Information Technology Program **IMPLEMENTATION:** Sept. 1, 1996

Revised:

<u>LIBT 120</u>	<u>Library Technical Services</u>	<u>3</u>
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	UCFV CREDITS

CALENDAR DESCRIPTION: This course examines the technical services department of the library or information centre. This course studies the process of acquiring all types of materials for a library or information centre, with attention to the use of standard selection tools, bibliographic verification using electronic and paper system, acquisitions procedures, control of acquisitions budgets using manual and spreadsheet systems. Cataloguing skills acquired in LIBT 115 will be reinforced through practice as students follow examples through the complete range of technical services.

RATIONALE: This course is designed to prepare students for work in the technical services area of any type of library, or to manage technical services in smaller libraries.

COURSE PREREQUISITES: LIBT 115

COURSE COREQUISITES:

HOURS PER TERM FOR EACH STUDENT	Lecture	40	hrs	Student Directed Learning	
	Laboratory	20	hrs	Other - specify:	hrs
	Seminar		hrs		
	Field Experience		hrs		
				TOTAL	60 HRS

MAXIMUM ENROLMENT: 25

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

Course Designer(s): Pat Sifton/Kim Isaac

Chairperson: N/A
- **Curriculum Committee**

Department Head: Pat Sifton

Dean: (W.R. Bate)

PAC: Approval in Principle _____
(Date)

PAC: Final Approval: May 3, 1995
(Date)

Library Technical Services - **LIBT 120**

NAME & NUMBER OF COURSE

SYNONYMOUS COURSES:

(a) replaces LIBT 218
(course #)

(b) cannot take N/A for further credit
(course #)

SUPPLIES/MATERIALS:

Computer lab
Access to online verification sources
Wide variety of CD-ROM titles and library software

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Evans, G. Edward, and Sandra M. Heft. Introduction to Technical Services. 6th ed.
Library Science Text Series. Englewood, CO.: Libraries Unlimited, 1994.

Sifton, Pat, and Noreen Dragani. Biblio-Bytes : A Microcomputer Handbook for the Library and Information Technology Program. Abbotsford, B.C.: University College of the Fraser Valley Press, 1992.

OBJECTIVES:

Upon completion of LIBT 120, the student will be able to:

1. Describe the role of technical services, its organization, and the job of the library technician within the department.
2. Describe how collection development and acquisitions are manifestations of the overall goals, objectives, and policies of the library system.
3. Use a rational system for allocating funds for purchasing library materials.
4. Select, verify, order and receive all types of library materials, including monographs, serials, nonprint materials, and government documents.
5. Follow correct procedures in handling purchase orders, invoices, and other financial records.
6. Make library materials accessible to library patrons, through cataloguing, filing, processing, and mending.
7. Prepare forms, form letters, and mailing lists using word processing.
8. Use spreadsheets for reporting the activities of a library department.
9. Describe the purposes of and methods used for weeding, inventory, gifts, exchanges, book sales.

Library Technical Services - LIBT 120

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METHODS:

This course will be delivered through lectures, demonstrations and simulation activities in the computer lab.

STUDENT EVALUATION PROCEDURE:

Weekly Assignments	25%
Term Project	30%
Exams	45%

All assignments are to be submitted typed or word processed. Late assignments will not be accepted.

COURSE CONTENT

- Organization and staffing of technical services departments
- Collection development
- Library acquisitions procedures for all types of materials
- Processing of library materials
- Maintenance activities (weeding, inventory)
- Communications with external agencies
- Financial records