

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

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

Revised:

LIBT 220	Library Applications Software	3
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	UCFV CREDITS

CALENDAR DESCRIPTION: This course will include the evaluation and selection of library and information management software, its installation, set-up and use. Students will be introduced to local area networks, and will learn simple maintenance procedures. Students will learn to locate reviews of software in print and online. They will evaluate library software and write coherent reviews. They will also learn how to write procedures for other staff to follow when using library systems. Includes computer lab.

RATIONALE: Many library technicians find themselves responsible for the selection and maintenance of library automated systems in the workplace, as well as training other staff members on the use of the system. LIBT 220 will provide them with the skills they need to make sound decisions on the purchase of systems, and give them the skills to accomplish basic maintenance of the software and computer networks.

COURSE PREREQUISITES: LIBT 210

COURSE COREQUISITES:

HOURS PER TERM FOR EACH STUDENT	Lecture	30	hrs	Student Directed Learning	
	Laboratory	30	hrs	Other - specify:	hrs
	Seminar		hrs		
	Field Experience		hrs		
				TOTAL	60 HRS

MAXIMUM ENROLMENT: 25

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

<p>Course Designer(s): <u>Pat Sifton/Kim Isaac</u></p> <p>Department Head: <u>Pat Sifton</u></p> <p>PAC: Approval in Principle _____ (Date)</p>	<p>Chairperson: <u>N/A</u> - Curriculum Committee</p> <p>Dean: <u>(W.R. Bate)</u></p> <p>PAC: Final Approval: <u>May 3, 1995</u> (Date)</p>
---	---

Library Applications Software - LIBT 220

NAME & NUMBER OF COURSE

SYNONYMOUS COURSES:

(a) replaces N/A
 (course #)

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

SUPPLIES/MATERIALS:

Computer lab on Novell network
A variety of integrated library software

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Manuals for integrated library software.
Journal readings will be made available through the Library reference collection.

OBJECTIVES:

Upon completion of LIBT 230, the student will be able to:

1. Do an information management software needs assessment for a library or information centre.
2. Evaluate commercially available library/information management software.
3. Demonstrate the ability to set up and work with a number of different library software packages.
4. Locate reviews of library software.
5. Describe the fundamentals of local area networks.
6. Demonstrate basic troubleshooting on single workstations and LANS.
7. Install and update software on single workstations and LANS.
8. Write clear and concise procedures and instructions on the use of software for other library staff.

Library Applications Software - LIBT 220
NAME & NUMBER OF COURSE

METHODS:

LIBT 220 will be conducted through lectures and computer labs.

STUDENT EVALUATION PROCEDURE:

Oral and written assignments:	30%
Computer assignments:	45%
Exam:	25%

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

COURSE CONTENT

Categories and specific examples of software that libraries acquire to control information

Evaluating library software

Local area networks

Installation procedures for new software updates of existing software, on both local area networks and stand alone workstations

Writing instructions