LIBRARY TECHNICIAN
Curriculum Guide for Academic Year 2019-2020

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Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at www.assist.org and **consult a counselor** before beginning a program of study Please call 562-938-4561 for the LAC, or 562-938-3920 for PCC to schedule a meeting with a counselor. Students may also wish to visit the Transfer Center on either campus.

Program of study leading to:
Associate in Science (A.S.) Degree

REQUIRED COURSES		UNITS	In Progress	Completed Grade
LIB 200	Foundations of Library Services	3		
LIB 210	Introduction to Access Services	3		
LIB 220	Introduction to Acquisitions	3		
LIB 230	Special Topics in Library Services	3		
LIB 240	Introduction to Cataloging	3		
	Subtotal Units	15		

IN ADDITIN, complete THREE-FOUR(3-4) UNITS from the following:

		UNITS		
COSA 30	Introduction to Computers	3		
COSA 35	Microsoft Office	3		
COMM 20	Elements of Interpersonal Communication	3		
COMM 25	Elements of Intercultural Communication	3		
LIB 271WE	Work Experience Library Technician	1-4		
	Subtotal Units	3-4		
	TOTAL UNITS	18-19		

For graduation with an **Associate in Science (A.S.) Degree with a major in Library Technician:**

1. **Minimum Unit Requirements: §**Any course that appears on a curriculum guide and the General Education Pattern (Plan A) may fulfill both major and general education requirements (Approved by College Curriculum Committee Spring 2012). For this degree, complete a minimum of 60 units in courses numbered 1-599. Please note that additional elective units may be required to meet this minimum based upon courses selected to fulfill General Education for the Associate Degree.
Library Technician Major:	18-19 units
General Education/A.S.§	19 unit

2. **Scholarship:** Maintain an **overall grade point average (GPA) of 2.0** ("C" average) based on all accredited college work applied to the degree, no matter where completed. For this **field of concentration, complete each course above** with a **grade of "C" or better**, or "P" if course is graded on a P/NP basis.

3. **Residence for the Degree:** Complete at least 12 semester units of the required 60 semester units in residence at Long Beach City College in order for the college to grant an Associate of Arts and/or an Associate of Science Degree.

4. **Residence for the Field of Concentration**: Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 9 units** of the required 18 units must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.

5. **General Education and Proficiency Requirements:** Complete the required A.A./A.S. General Education and Proficiency requirements*, otherwise known as "Plan A". For Plan A requirements, refer to the general catalog or view it online at http://osca.lbcc.edu .

6. Complete and submit the degree application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

*The requirements for general education/proficiency and the field of concentration (major) need to be from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout. See the catalog for definition of "continuous enrollment".

LIBRARY TECHNICIAN 2019-2020
AS= 2033; C-ACH = 3033; C-COM = 4241; C-COMP 4242; C-COMP = 4242
Departmental Phone: 562-938-4708; Web site: http://lib.lbcc.edu/libtechnician.cfm
Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu .

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Program of study leading to:
Certificate of Achievement

REQUIRED COURSES—Complete the 18-19 units of required courses as listed in the Associate Degree requirements box on the first page.

REQUIRED COURSES		In Progress	Completed
TOTAL UNITS	**18-19**		

For graduation with a **Library Technician Certificate of Achievement:**
1. Complete each of the **REQUIRED COURSES** listed above with a **minimum grade of "C",** or better, or "P" if course is graded on a P/NP basis**.**
2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 9-9.5 units** of the required 18-19must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

Program of study leading to:
Certificate of Completion, Library Technician *4240*

Library Technician Required Coursework:		HOURS	In Progress	Completed Grade
LIB 600	Foundations of Library Services	54		
LIB 610	Introduction to Access Services	54		
LIB 620	Introduction to Acquisitions	54		
LIB 630	Special Topics in Library Services	54		
LIB 640	Introduction to Cataloging	54		
	TOTAL HOURS	**270**		

Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

Program of study leading to:
Certificate of Completion, Library Technician Patron Facing *4241*

Library Technician Patron Facing Required Coursework:		HOURS	In Progress	Completed Grade
LIB 610	Introduction to Access Services	54		
LIB 630	Special Topics in Library Services	54		
	TOTAL HOURS	**108**		

Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

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Library Technician Technical Services Required Coursework:		HOURS	In Progress	Completed Grade
LIB 620	Introduction to Acquisitions	54		
LIB 640	Introduction to Cataloging	54		
	TOTAL HOURS	**108**		

Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

Career Opportunities

This field of concentration is designed to prepare students for an entry-level Library Technician Position.

This **Certificate of Achievement** will prepare students for a variety of entry-level position in a library setting.

This **Associate Degree** will prepare students for career advancement once a certificate has been earned.

Program Mission and Outcomes

The purpose of Long Beach City College Library is to support the educational mission of the College by anticipating and fulfilling the information needs of the diverse student, faculty, administration, staff, and community populations. The goal of the Library program is to prepare all students for transfer, vocational, and to become lifelong learners to function effectively in a highly technological society with an information-based economy. Library systems are designed, and the staff is organized and committed, to achieving the following objective: to help users develop information competency, a broad-based literacy that includes the skill to identify, retrieve, evaluate, and apply information to a problem-solving context.

Outcomes:
- Students will identify and synthesize the theoretical knowledge and the practical skills for all major components of a working library.
- Develop the necessary skills to access, evaluate information from various sources, and demonstrate the kills required to work and perform at the level of a library technician. Examine and compare information from various sources to evaluate reliability, validity, timeliness and point of view or bias..
- Students will synthesize the theoretical knowledge and the practical skills for all major components of a working library.

Library Technician Certificate of Completion:
- Demonstrate knowledge of theory and skillsets related to a library's technical services.
- Demonstrate knowledge of theory and skillsets related to a library's patron facing services.

Library Technician Patron Facing Certificate of Completion:
- Demonstrate knowledge of theory and skillsets related to a library's patron facing services.

Library Technician Technical Services:
- Demonstrate knowledge of theory and skillsets related to a library technical services.

Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a "C" or "P" grade. Refer to the General Catalog (http://www.lbcc.edu/cat/index.html), the Schedule of Classes (http://schedule.lbcc.edu/), or the online Credit Course Outline (http://wdb-asir.lbcc.edu/coursecurriculum/coursedetails/) for specific prerequisite information

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