

# LIBRARY TECHNICIAN

## Curriculum Guide for Academic Year 2011-2012

### Table of Contents

Associate in Arts Degree, p. 1  
 Certificate of Achievement, p. 2  
 Career Opportunities, p. 2  
 Legend, p. 2

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

### Program of study leading to: Associate in Arts (A.A.) Degree

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
LIB 3	Information Competency	3		
LIB 201	Introduction to Cataloging	3		
LIB 202	Introduction to Access Services	3		
LIB 203	Introduction to Acquisitions	3		
LIB 204	Introduction to Reference Services	3		
<b>Subtotal Units</b>		<b>15</b>		
<b><u>IN ADDITION, complete ONE (1) of the following courses:</u></b>		<b>UNITS</b>		
CAOTC 34	Introduction to Computers & Applications	3		
CAOTC 35	Microsoft Office – Specialist	3		
<b>Subtotal Units</b>		<b>3</b>		
<b>TOTAL UNITS</b>		<b>18</b>		

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

- Units:** Complete a minimum of 60 units, distributed as follows:

<b>Library Technician Major:</b>	18	units
<b>General Education/A.A.</b>	25	units
<b><u>Electives/Other courses:</u></b>	17	units
<b>TOTAL:</b>	60	units

- 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.
- Residence for the Degree:** Complete at least 30 units of the required 60 in residence at LBCC, or complete in residence at LBCC at least 20 units within the last 30 units of work applied to the degree.
- 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 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
- 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>.
- 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".

Unless otherwise noted, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and to fulfill a general education requirement.

Program of study leading to:  
**Certificate of Achievement**

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

<b><u>REQUIRED COURSES</u></b>	<b>TOTAL UNITS</b>	<b>In</b>	
		<b>Progress</b>	<b>Completed</b>
	<b>18</b>		

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 units** of the required 18 must 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.

### **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 Outcome**

To enhance employment opportunities and provide a trained workforce for the 21st century in the library field.

Outcomes:

- Students will synthesize the theoretical knowledge and the practical skills for all major components of a working library.
- Examine and compare information from various sources to evaluate reliability, validity, accuracy, authority, timeliness, and point of view, or bias.

### **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