

# LIBRARY TECHNICIAN

## Curriculum Guide for Academic Year 2015-2016

### 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. 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 Arts (A.A.) Degree**

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
LIB 3	Information Competency	3		
† LIB 202	Introduction to Access Services	3		
† LIB 203	Introduction to Acquisitions	3		
† LIB 201	Introduction to Cataloging	3		
† LIB 204	Introduction to Reference Services	3		
<b>Subtotal Units</b>		<b>15</b>		

  

<u>IN ADDITION, complete ONE (1) of the following courses, preferably after/in conjunction with LIB 3:</u>		UNITS	In Progress	Completed Grade
COSA 30	Introduction to Computers	3		
COSA 35	Microsoft Office	4		
<b>Subtotal Units</b>		<b>3-4</b>		
<b>TOTAL UNITS</b>		<b>18-19</b>		

For graduation with an **Associate in Arts (A.A.) 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.
 

<b>Library Technician Major:</b>	18-19 units
<b>General Education/A.A. §</b>	25 units
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 9-9.5 units** of the required 18-19 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".

## 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	<input type="text"/>	<input type="text"/>

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 18-19 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 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 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.
- Identify and internalize library standards, principles, organization, theoretical knowledge, and practices.
- Demonstrate, via hands-on exercises and activities, the skills required to work and perform at a library technician level.

## **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/course/details/>) for specific prerequisite information