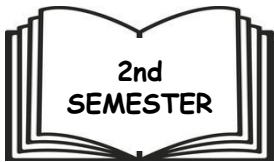


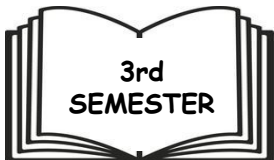
The Library program prepares students for transfer and vocational goals. Students develop necessary skills to work and perform at the level of a library technician or library assistant. Complete the Certificate of Achievement in 3-4 semesters, just follow these tasks as you go!



1. Email any of the Library Tech faculty to get started.
Or email Colin Williams at c3williams@lbcc.edu
2. **Enroll in LIB200:** Foundations in Library Services
Offered each Fall, Spring, & Summer. Learn the foundations of library services.
3. Want to get ahead? Consider taking a **COSA** or **COMM** class in your first semester. They are listed below in the *Take 3 - 4 Units* section.
4. Declare the Library Technician major with your professor's help.



1. **Enroll in LIB210:** Introduction to Access Services
Offered each Fall. Learn about circulation management, collection maintenance, staff supervision, and other skills.
2. **Enroll in LIB220:** Introduction to Acquisitions
Offered each Fall. Learn basics of acquiring library materials, management of materials budgets, and more.



1. **Enroll in LIB230:** Special Topics in Library Services
Offered each Spring. Learn about leadership, reference, and technology in different library settings.
2. **Enroll in LIB240:** Introduction to Cataloging
Offered each Spring. Learn cataloging principles including classification, bibliographic control, and more.
3. File for graduation from the program with your professor's help.

**Take 3-4
Units**

Take 3-4 units from ONE of the following classes:

- | | |
|---|--|
| LIB271WE: Work Experience | (1-4 units. <i>Fall & Spring</i>) |
| <i>Earn credit for working in a library setting!</i> | |
| COSA 30: Introduction to Computers | (3 units; <i>each semester</i>) |
| COSA 35: Microsoft Office | (3 units; <i>each semester</i>) |
| COMM 20: Elements of Interpersonal Communication | (3 units; <i>each semester</i>) |
| COMM 25: Elements of Intercultural Communication | (3 units; <i>each semester</i>) |



Colin Williams at c3williams@lbcc.edu