

Library & Information Technology

Intro to Libraries & the Information Age

LIBRA 1101 - 3 Credits

Introduction to different types of libraries and the information industry. The role of the Library Technical Assistant (LTA) in all areas of the library profession is explored. An overview of basic library and information research methods and tools, both print and digital format is presented. (3 lecture hours)

Intro to Reference & Information Svcs

LIBRA 1102 - 4 Credits

Introduction to reference and information services for the Library Technical Assistant. Includes basic tools needed to answer directional and ready reference questions. Print and electronic resources, interview techniques and virtual reference services are discussed. Prerequisite: Library and Information Technology 1101 with a grade of C or better or consent of instructor (4 lecture hours)

Acquisition of Library Materials

LIBRA 1103 - 3 Credits

Introduces the Library Technical Assistant to the process of how to acquire materials from the decision to obtain them to the time they are ready to be cataloged. Automation processes and techniques are incorporated. Prerequisite: Library and Information Technology 1101 with a grade of C or better or consent of instructor (3 lecture hours)

Essential Library Workplace Skills

LIBRA 1104 - 3 Credits

Overview of the skills necessary to communicate effectively with coworkers and the public, work in team settings, deal with a variety of personality types, resolve conflicts, and become an effective part of the library workforce. (3 lecture hours)

Readers Advisory

LIBRA 1105 - 3 Credits

Introduces genres of literature and techniques for patron interaction. Topics include library collection analysis, display creation, bibliographic tool development and reading programs. Prerequisite: Library and Information Technology 1101 or equivalent or consent of instructor (3 lecture hours)

Selected Topics

LIBRA 1820 - 3 Credits

Addresses current issues in the field that necessitate a greater depth, broader scope or fuller assimilation of a particular area of study. Prerequisite: Library and Information Technology 1101 or equivalent, or consent of instructor or program coordinator (3 lecture hours)

Independent Study

LIBRA 1840 - 1-4 Credits

Exploration and analysis of topics within the discipline to meet individual student-defined course description, goals, objectives, topical outline and methods of evaluation in coordination with and approved by the instructor. This class may be taken four times for credit as long as different topics are selected. Prerequisite: Consent of instructor is required (1 to 4 lecture hours)

Intro to Cataloging & Classification

LIBRA 2100 - 4 Credits

The role of Library Technical Assistant (LTA) in descriptive and subject cataloging and processing of print and non-print materials. Emphasis is on the organization of information resources in print and non-print formats. Includes the philosophy, tools and techniques for performing cataloging. Prerequisite: Library and Information Technology 1101 with a grade of C or better or consent of instructor (4 lecture hours)

Serving the Public in Today's Libraries

LIBRA 2200 - 4 Credits

Role of the Library Technical Assistant (LTA) in serving the public including programming, creating displays, basic circulation desk duties, shelf maintenance, interlibrary loan activities, registering and effective interaction with patrons. Automated and online systems are emphasized. Prerequisite: Library and Information Technology 1101 with a grade of C or better or consent of instructor (4 lecture hours)

Multimedia Services and Equipment in Tod

LIBRA 2300 - 3 Credits

Basic operation, evaluation, selection and uses of media, hardware and software. Emphasis on hands-on experience and creation of a media portfolio. Prerequisite: Library and Information Technology 1101 with a grade of C or better or consent of instructor (3 lecture hours)

Library & Information Technology

Library Practicum

LIBRA 2600 - 4 Credits

Capstone course integrating the application of all course work in the Library Technology program. Required seminars provide a forum for discussing issues related to working in the library field, guidance in searching for jobs, and instruction about how to create a professional portfolio. Prerequisite: Library and Information Technology 1102, Library and Information Technology 1103, Library and Information Technology 1104, Library and Information Technology 1820, Library and Information Technology 2100, Library and Information Technology 2200 and Library and Information Technology 2300; all with a grade of C or better, or consent of instructor (2 lecture hours, 4 lab hours)

Internship (Career & Technical Ed)yCoop Ed/Internship Occup

LIBRA 2860 - 1-4 Credits

Course requires participation in Career and Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. Prerequisite: 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the Associate Dean from the academic discipline where the student is planning to earn credit.

Internship Advanced (Career & Tech Ed)

LIBRA 2865 - 1-4 Credits

Continuation of Internship (Career and Technical Education). Course requires participation in Career & Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. Prerequisite: 2.0 cumulative grade point average; 12 semester credits earned in a related field of study; students work with Career Services staff to obtain approval of the internship by the Associate Dean from the academic discipline where the student is planning to earn credit.