

# LIBRARY AND INFORMATION TECHNOLOGY



***“There’s no use going to school unless your final destination is the library.”***

Ray Bradbury

***“I’d be happy if I could think that the role of the library was sustained and even enhanced in the age of the computer.”***

Bill Gates  
The New York Times  
(6 November 2002)

***“I am what the librarians have made me with a little assistance from a professor of Greek and a few poets.”***

Bernard Keble Sandwell

## CAREER OVERVIEW

Library Technical Assistants (LTAs) help acquire, prepare and organize library materials, and assist with information searches. As libraries increasingly use new technologies, the duties of the library technician expand and evolve. Library Technical Assistants have the opportunity to connect people with the information they need to improve their lives.

## EMPLOYMENT TRENDS

The job prospects for the next ten years are very good and are expected to grow about as fast as the national average. From schools to public libraries, LTAs are valuable additions to a library staff.

### Library Technical Assistant Salaries

|                   | Entry Level<br>Hourly/Annual | Median Wage<br>Hourly/Annual | Experienced<br>Hourly/<br>Annual |
|-------------------|------------------------------|------------------------------|----------------------------------|
| State of Illinois | \$7.17<br>\$19,770           | \$10.86<br>\$22,604          | \$13.77<br>\$28,633              |
| DuPage County     | \$9.41<br>\$19,572           | \$15.61<br>\$32,456          | \$22.14<br>\$46,070              |

## SKILLS FOR SUCCESS

*Successful people in this field are:*

INTERESTED IN INFORMATION AND RESEARCH  
EXCELLENT COMMUNICATORS  
DETAIL ORIENTED  
ABLE TO ADJUST EASILY TO NEW TECHNOLOGIES  
CREATIVE AND FLEXIBLE  
TEAM PLAYERS

**Business  
& Technology**  
COLLEGE OF DUPAGE

[www.cod.edu/Academic/Bus\\_Tech](http://www.cod.edu/Academic/Bus_Tech)  
Tel: 630 942-2592

The Library Technical Assistant program at COD offers a degree and certificate that will allow graduates to contribute strongly to libraries.

## Library Technical Assistant Certificate

Major Code: 4651

The Library Technical Assistant Certificate is designed for students who wish to acquire certification to work in the library field. Many libraries require at least an LTA certificate to be considered for employment. A certificate is a good choice for students who have already completed a degree and are interested in entering the library work field.

| Required Certificate Courses:  | Credits   |
|--|-----------|
| Library Info Tech 1101: Introduction to Libraries and the Information Age    | 3         |
| Library Info Tech 1102: Introduction to Reference and Information Services   | 4         |
| Library Info Tech 1103: Acquisition of Library Materials                     | 3         |
| Library Info Tech 1104: Essential Library Workplace Skills                   | 3         |
| Library Info Tech 1820: Selected Topics in Librarianship                     | 3         |
| Library Info Tech 2100: Introduction to Cataloging and Classification        | 4         |
| Library Info Tech 2200: Serving the Public in Today's Libraries              | 4         |
| Library Info Tech 2300: Multimedia Services and Equipment in Today's Library | 3         |
| Library Info Tech 2600: Library Practicum                                    | 4         |
| <b>Total</b>   | <b>31</b> |

## Library Technical Assistant AAS Degree

Major Code: 3651

The Library Technical Assistant Degree is designed for those students who want to acquire an Associates Degree in preparation of entering the library field. This is a good choice for students just entering college, or those who have returned to finish a degree. Like all AAS Degrees, you must complete College of DuPage electives and general education classes.

### Total Required Credits for Degree: 64 to 66

*Program Requirements: 31 (see above list under LTA Certificate)*

Electives: 15

General Education Credits: 18 to 22

### Select 9 credits from any 1000- or 2000-level courses in addition to these 6 required credits:

|                            |  |   |
|----------------------------|--|---|
| Computer Info System 1150: | Introduction to Computer Information Systems | 3 |
| Management 2220:           | Organizational Behavior                      | 3 |

### The Library Technology program recommends the following General Education courses:

|   |                         |
|---|-------------------------|
| Communications:   | 6 credits required      |
| Physical/Life Sciences:                                 | 3 to 5 credits required |
| <i>Select at least one course with a lab component.</i> |                         |
| Mathematics:  | 3 to 5 credits required |
| Humanities and Fine Arts:                               | 3 credits required      |
| Social and Behavioral Sciences:                         | 3 credits required      |

If you are considering this program as an area of study, consult with the faculty adviser in this field.

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Visit our website at <http://www.cod.edu/lta>