



<http://www.cod.edu/LTA>

**College of DuPage
Library and Information Technology Program
Course Offerings and
Student Planning Workbook**

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What is a Library Technical Assistant (LTA)?

The *Occupational Outlook Handbook* <http://www.bls.gov/oco/ocos113.htm>, put out by the United States Department of Labor, Bureau of Labor Statistics, does a very good job of describing the duties and responsibilities of library technicians.

A recent description (2010-2011) is summarized below:

Library technicians and assistants help librarians acquire, prepare, and organize materials and assist users in locating the appropriate resources. These workers usually work under the supervision of a librarian, although they sometimes work independently. In small libraries, they handle a range of duties, while those in large libraries usually specialize. The duties of technicians and assistants are expanding and evolving as libraries increasingly use the Internet and other technologies to share information. They are increasingly responsible for daily library operations. Depending on where they work, these workers can have other titles, such as library technical assistant, media aide, library media assistant, library aide, or circulation assistant. In some libraries, library technicians may have more responsibilities than library assistants. Technicians may be responsible for administering library programs, working with librarians to acquire new materials, and overseeing lower level staff.

Duties include:

- ❑ Directing library users to standard reference sources
- ❑ Organizing and maintaining periodicals
- ❑ Handling interlibrary loan requests
- ❑ Preparing invoices
- ❑ Performing basic cataloging
- ❑ Retrieving information from computer databases
- ❑ Supervising support staff
- ❑ Assisting with programs and services to adults and children

Facts:

- ❑ Library technicians held about 120,600 jobs in the year 2008
- ❑ Most libraries prefer to hire technicians who have earned a certificate or an associate's degree, but some smaller libraries may hire individuals with only a high school diploma.
- ❑ Median annual earnings of library technicians in May 2008 were \$28,830.
- ❑ The number of library technicians is expected to grow by 10 percent between 2008 and 2018, about as fast as the average for all occupations, as the increasing use of library automation creates more opportunities for these workers.

*Read the complete article online at: <http://www.bls.gov/oco/ocos113.htm>

About the Library and Information Technology Program at College of DuPage

The Library Technology Program at College of DuPage has been training students to work in libraries since 1967. Students may earn a certificate or an associate's degree. Classes are offered on campus, in traditional classroom settings, through two-way video systems, and through the Internet. The program combines classroom lectures, hands-on experience, trips to libraries and a personalized field experience in an area library. The strength of the program is the focus on practical, functional, marketable job skills.

Students may obtain a certificate or an associate's degree. An associate's degree would involve taking LTA courses as well as general education courses. To earn a certificate, students take the nine courses listed below.

- LIBRA 1101 Introduction to Libraries in the Information Age
- LIBRA 1102 Introduction to Reference and Information Services
- LIBRA 1103 Acquisition of Library Materials
- LIBRA 1104 Essential Workplace Skills
- LIBRA 1105 Reader's Advisory OR
- LIBRA 1820 Selected Topics in Librarianship
- LIBRA 2100 Introduction to Cataloging and Classification
- LIBRA 2200 Serving the Public in Today's Libraries
- LIBRA 2300 Multimedia Services and Equipment in Today's Libraries
- LIBRA 2600 Library Practicum

-> Helpful hint: Use the list of courses above as your checklist! Once you have completed all nine courses, you have earned your Library Technology Certificate.

Course Offering Modalities

Merriam Webster's dictionary defines a mode as a particular form or variety of something. The library technology program offers three modalities for learning.

Traditional classroom offerings



Traditional classroom courses are offered on campus and usually take place in a classroom in the College of DuPage Library. Instructors are using Internet technology in the on-campus classes and most have an Internet component, as well as, traditional face-to-face sessions. Students should have an e-mail address and be familiar with basic word processing and Internet searching in preparation for all library technology classes.

Internet Classes



The newest offering in the Library Technology Program consists of Internet classes. These classes do not meet in person. All course sessions are done through the Internet. Students complete assignments independently using web sites and e-mail. Students communicate with instructors and colleagues through e-mail and the Internet. For more information, see the C.O.D. Online at: <http://www.cod.edu/Online/>

College of DuPage Library and Information Technology Program

Course Descriptions for Semester Format

LIBRA 1101 Introduction to Libraries in the Information Age

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 semester hours)

LIBRA 1102 Introduction to Reference and Information Services

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 Technology 1101. (3 semester hours)

LIBRA 1103 Acquisition of Library Materials

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. Automaton processes and techniques are incorporated. Prerequisite: Library Technology 1101. (3 semester hours)

LIBRA 1104 Essential Library Workplace Skills

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. No prerequisite (3 semester hours)

LIBRA 1105 Reader's Advisory

Introduces genres of literature and techniques for patron interaction. Topics include library collection analysis, display creation, bibliographic tool development and reading programs.

Prerequisite: Library Technology 1101. (3 semester hours) Can be substituted for LIBRA 1820

LIBRA 1820 Selected Topics in Librarianship

Selected topics in librarianship address current issues in the field which necessitate a greater depth, broader scope or fuller assimilation of a particular area of study. Examples are "Online Services in the Library," "History and Design of the Book" and "Serving Youth in Libraries."

Prerequisite: Library Technology 1101. (3 semester hours) Can be substituted for LIBRA 1105

LIBRA 2100 Introduction to Cataloging and Classification

The role of the Library Technical Assistant 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 the techniques for performing cataloging. Prerequisite: Library Technology 1101. (3 semester hours)

LIBRA 2200 Serving the Public in Today's Libraries

Role of the Library Technical Assistant 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 Technology 1101. (3 semester hours)

LIBRA 2300 Multimedia Services and Equipment in Today's Libraries

Basic operation, evaluation, selection, and uses of media, hardware, and software. Emphasis and hands-on experience and creation of a media portfolio. Prerequisite: Library Technology 1101. (3 semester hours)

LIBRA 2600 Library Practicum

Capstone course integrates the application of all course work in the Library Technology Program. Required seminars provide a forum for discussing issues related to working the library field, guidance in searching for jobs, and instruction about how to create a professional portfolio. Prerequisite: All eight Library Technology Courses.

(To obtain an LTA Certificate from the College of DuPage, you must complete the nine courses and Practicum described above. These courses may also be applied to a Library Technical Assistant Associate in Applied Science Degree. If you are currently working in a library, you may enroll in any LTA course for further skill development with permission from the LTA coordinator; you need not be pursuing a degree or certificate to do so. The Pass/Fail grading option is available to students upon consent of the instructor.)

For more information please contact Carol Sturz, LTA Coordinator: College of DuPage, 425 Fawell Blvd, Glen Ellyn, IL 60137. Phone: (630) 942-2597. E-mail: sturz@cod.edu

Information about The Library Practicum

LIBRA 2600 The Library Practicum

Upon completion of all 8 Library Technology courses, the student is ready to begin actual work in a library. This is called “The Library Practicum” The Practicum involves working 75 hours in a library over the course of a semester. All areas of that library will be experienced. Students will work under the direction and supervision of a professional librarian. The student has an opportunity to get hands-on practice performing tasks that library technicians normally do.

Choosing the library

It is the student’s responsibility to notify the coordinator of the library technology program at least one semester before the practicum begins. Students will provide three library choices for field experience. The coordinator will review the choices and suggest the best placement from the student’s three choices.

The student will be provided with an introductory information packet. The student will use the information and letter of introduction provided to contact the library with a request to do a practicum. When a library agrees to host a student, the student will make an appointment with the site supervisor to talk about the goals of the Practicum. The preliminary schedule will be approved at this meeting. In addition to the 75 hours of service, the student will complete a set of Blackboard assignments. Assignment topics include:

- creating a professional online portfolio
- creating goals, philosophies, skills sets, and work samples
- job searching for library jobs using the internet
- creating a resume and cover letter
- creating a professional web page
- communicating with staff at the host library.

Frequently Asked Questions About the Library Technology Program at College of DuPage

1. Do I have to be accepted into the LTA program?

No. Classes at College of DuPage are open to anyone who is a high school graduate or is at least 18 years of age. Students in the LTA program do not need any previous library experience. Once you begin taking classes you will be amazed at the wide variety of educational and professional backgrounds of your fellow students. Some have a lifetime of experiences in many fields, and some are just beginning. The LTA program welcomes all interested students. See the College of DuPage Admissions at: <http://home.cod.edu/admissions>

2. How do I register?

First, check the registration web site at:

<http://home.cod.edu/registration>

If you live in the College's district, you will receive the Class Schedule through the mail. If you do not live within the C.O.D. district, call Admissions at (630) 942-2482 to request one. It is important to read the Class Schedule thoroughly; it will tell you how to register and provide you with information about C.O.D. policies. If you have never taken a class at C.O.D., contact the Registration office at (630) 942-2377. You may register in person in room SRC 2048, mail in the registration form from the Class Schedule, or register by phone with an operator at (630) 942-3555. Returning students may use the phone self-registration system at (630) 942-3555 (using the PIN number from their registration letter). You may also register online <http://home.cod.edu/registration/onlineRegInfo.aspx>

To register you will need the five-digit course code for the desired class and your Social Security number (which is your student identification number).

3. Do I have to take LTA 1101?

Yes, all LTA students must take LTA 1101 "Introduction to Libraries in the Information Age" if they want to complete the program and receive a certificate or a degree. This course is the prerequisite for all other LTA courses. It provides the necessary introduction to libraries and library materials. Students who have not been in a classroom recently will appreciate "Introduction to Libraries in the Information Age" as a reintroduction to debates, discussion, research, writing, and giving presentations to a class. Students with previous library experience may ask the LTA Program Coordinator for a permit that will allow them to take another class first.

4. Must I take the courses in any specific order?

LTA 1101, or the coordinator's permission, is a prerequisite for all courses. A student must complete the first eight LTA courses, or have only one left and the coordinator's permission before taking LTA 2600 Library Practicum.

5. Can I take more than one class during a semester?

Yes. If you would like to take LTA 1101 and another LTA class during your first semester, you will need a permit from the Coordinator to get into the second LTA class. C.O.D. requires that any student wishing to register for 20 or more credits per semester must have written permission from a counselor or Dean of their academic area. Given these limits, you may take as many classes as your schedule will bear.

6. How many credits must I complete?

The LTA certificate requires 31 credits: which includes all nine classes the program offers. An Associate in Applied Science degree in *Library Technical Assistant* requires 64-66 semester credits. These include 31 credits in the LTA program, 18-22 general education credits and 15 credits from electives. For information about options in the Associate's degree program, contact Carol Sturz.

7. How long does it take to complete the program?

If you only took one LTA class a semester, it would take about 2½ years to complete the LTA Certificate. There is no time limit for completion of the program.

8. What if I already have a degree?

About half of the students enrolled in the program have a Bachelor's degree. A few have Master's degrees. A student with a degree will still find the program challenging and interesting.

9. What are "Selected Topics"?

LTA 1820 courses are "Selected Topics in Librarianship." They are offered on an irregular basis and cover a wide variety of subjects. Each student must take one selected topic. Some examples have been: Information Literacy, Internet and Online Services in the Library, History of the Book, and Medical Reference. Many students who have completed the program continue taking LTA 1820 courses for their own interest.

10. Is there still a Keyboarding requirement?

Yes, all LTA students must pass a keyboard test showing that they can type at a speed of 35 wpm or more with 5 or less mistakes. Tests are offered on campus twice a semester. Online students may contact the coordinator for alternate opportunities. Students may take this test on 2 different occasions. If it is still not passed then the student needs to take a Keyboarding class such as **(OFTI) 1100 or 1110**. Accuracy and speed are important in the field of librarianship.

How to Register

Follow these steps to register for a class

1. Consult the College of DuPage [Class Schedule](#) for the listing of class offerings. <http://www.cod.edu>
2. Obtain the five digit course code for the class you wish to take
3. You may register by phone or Internet
 - a. Call (630) 942-2377 or go to <http://www.cod.edu/AdRegRec/Register/>
 - b. Follow directions <http://home.cod.edu/registration/onlineRegInfo.aspx>
You may register over the Internet.

Course Offerings

For the most current schedule see MyAccess

<https://myaccess.cod.edu/WebAdvisor/WebAdvisor?TOKENIDX=9932556734&SS=1&APP=ST&CONSTITUENCY=WBAP>

To register online, go to <http://home.cod.edu/admissions>

Student Planning Worksheets

<http://home.cod.edu/student services/tools/studentplanning.aspx>

For more information, be sure to visit the Library Technology web page at:

<http://www.cod.edu/ita>