

LIBRARY TECHNOLOGY

Is Library Technology for me?

The field is for you if you ...

- Enjoy providing people with the information they need.
- Are detail-oriented.
- Communicate well.
- Can deal with all types of personalities.
- Have good computer skills.
- Love books and information in all forms (digital and print).

What skills will I need for this field?

You will need to be ...

- Reliable
- Punctual
- An independent worker
- Humorous
- Friendly
- A good listener
- Patient
- Detail-oriented
- Good at oral communication
- Willing to learn emerging technologies
- Accurate at word-processing with a minimum of 35 words-per-minute
- Familiar with online databases, library automation systems and cataloging procedures
- Familiar with researching

What is the work atmosphere like?

Library Technical Assistants work in many different types of libraries, such as public schools, academic (university/college), research, corporate and even government offices. Some libraries are quiet; most are busy, bustling service centers. There is usually a lot of walking, standing, delivering of materials, lifting books, shelving books and pushing carts. Some jobs require sitting in public or technical service areas with heavy computer use. Schedules may vary depending on the type of library, but some library technicians may work evenings and weekends as well as days.

What are my degree options?

Certificate

Library Technical Assistant

Associate's Degree

Associate in Applied Science (AAS)

Bachelor's Degree

Bachelor's degrees are available by transferring to four-year colleges and universities.

Professional Certification

The Library Technical Assistant (LTA) certificate is a professional certificate that is respected by most libraries and opens doors to many different library positions. Some positions require an associate's or bachelor's degree.

What are my career opportunities?

Library technicians usually advance by assuming added responsibilities. For example, technicians often start at the circulation desk, checking books in and out. After gaining experience, they may become responsible for storing and verifying information. As they advance, they may become involved in budget and personnel matters in their department. Some library technicians advance to supervisory positions and are in charge of the day-to-day operation of their department.

What can I do with these degrees?

If you have completed ...

Certificate

Library Technical Assistant

Master's Degree

Master's in Library Science: Librarian position offers higher salary and more responsibility.

How can I prepare now?

Recommended courses ...

Math

Broad-based program with developing research skills in all curriculum areas.

Science

Broad-based program with developing research skills in all curriculum areas.

Recommended Supporting Electives

Web Design

Occupational Electives

Work in school library and audiovisual department.
Computer Graphics, Keyboarding, Microsoft Office
Word, Excel, PowerPoint

What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.

Associate in Applied Science Degree or Bachelor's Degree

Some positions require credit hours beyond the LTA certificate.

What should I take in my first semester at C.O.D.?

LTA 1101: Introduction to Libraries and the Information Age
Soaring to Excellence Teleconferences

OTI 1100: Introduction to Computer Keyboarding

Whom can I talk to for more information?

Business and Technology Division
(630) 942-2597

For more information on the Associate in Applied Science Degree curriculum, see your program coordinator, or go to www.cod.edu/ita.