

## Steps to begin your Library Practicum

1. Have you completed all of our Library Technology courses?
2. Contact Amanda Musacchio the semester before you are ready to begin your practicum.
3. Go to the Library Practicum website:  
[http://cod.edu/programs/library\\_technology/practicum.aspx](http://cod.edu/programs/library_technology/practicum.aspx)
4. Download and READ the Student Library Practicum Handbook:
5. Complete two forms included in the student handbook:
  - a. The Student Profile – This introduces you to your potential host library
  - b. The Library Choices Form
6. E-mail these forms to Amanda Musacchio [musacchioa@cod.edu](mailto:musacchioa@cod.edu)
7. Use your “My COD” e-mail to correspond.
8. The Program Chair will respond to you quickly to discuss your choices.
9. After we agree on a potential practicum site, begin the process of contacting the library.
10. Use the letter template in your Student Library Practicum Handbook.
11. Attach your Student Profile.
12. Copy the Program Chair on your correspondence.
13. Ask the Program Chair for a “Permit to Register.”
14. Register for your class.

## Frequently asked questions about the Library Practicum

### **1. Can I take the Practicum course if I have one Library and Information Technology class left to take?**

Yes, you may. It depends on which classes. Check with the Program Chair about this. You should take Reference and Cataloging before the practicum.

**2. Can I take another class at the same time I am taking the Practicum?**

Yes. You know your schedule best and what works for you. Time management is essential during this time.

**3. Can I do the Practicum where I work?**

In most cases, no. It is best to go to a different place and even a different type of library to gain a broader base of experience.

**4. How do I choose my library?**

Choose a type of library and a library that will provide a valuable experience for you. Don't choose one just for convenience; think about your future and where you would like to work. You will work with the Program Chair to identify a library ideal for your goals.

**5. How do I get my placement for the Practicum?**

You will first meet with the Program Chair for instructions about how to apply. Only after consulting the Program Chair, you will use the letter template included in the Student Practicum Handbook along with your student profile and a practicum fact sheet.

**6. I work full-time. How do you expect me to do this?**

Many students work full-time. They take personal time, time off or alter their schedule to complete the practicum hours. Libraries are open many hours during the day, evening and weekends. Keep in mind that the staff needs to be available to train you, so don't plan on doing all your hours on Sundays, for example. Some departments such as Technical Services may only be open during daytime hours. Work with your host library to create the best schedule.

**8. Can I get the 75 hours completed as quickly as possible? For example, how about in two weeks?**

This is not a good plan. Think about the library that will be your host. It is demanding and draining to train a student or volunteer in such a compact time. Also, you may miss events and projects that rotate throughout the semester. If at all possible, plan to enjoy this one-time special experience! It will be invaluable for you in your future as a Library Technical Assistant.