College of DuPage
Library Technology Program
Library Practicum

Librarian’s Handbook
2015 - 2016

Carol Sturz, Assistant Professor
Program Coordinator
http://cod.edu/lta
630-942-2597
sturzc@cod.edu
Dear Library Host and Mentor,

Thank you so much for agreeing to mentor a student from the College of DuPage Library Technology Program. Our program has had close to 50 successful years due to the contributions of our area (and some distant) libraries. The Library Practicum is the student’s last in a series of nine courses. The student will work with you and your library staff for 75 hours during the course of the Practicum. In order to prepare for this experience, please keep in mind the following:

- The student should work in a variety of departments in your library performing hands-on duties where ever possible.
- The student is ready and prepared to work and assist you in tasks that are appropriate for a library technical assistant.
- The student should have one contact person whom s/he can go to with questions and when in need of directions.
- Contact me anytime with any concerns or questions about the student and/or the Library Practicum.

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Please return this to your student at your initial meeting or as soon as possible afterwards; the student will evaluate whether they met goals at the end of the Practicum.

Thank you and please contact me with any questions,

Carol Sturz, Coordinator

College of DuPage
425 Fawell Blvd.
Glen Ellyn IL 60137
630-942-2597
sturzc@cod.edu
The Library Practicum is required of every student who has completed the course work in the Library Technical Assistant Program at the College of DuPage. It is the capstone course and must be finished in order to receive the LTA Certification. Generally, the student selects three library sites of interest. Every attempt is made to accommodate the interests of the student. Students need to notify Carol Sturz one full semester before the Field Experience. Send an email to sturzc@cod.edu to receive your Field Experience materials.

FACTS ABOUT the Library Practicum
- The student is required to serve 75 hours of time spent in relevant “hands on” work in a library.
- These hours are served within the time frame of the College’s semester.
- The goal of the Practicum is hands on practice in most, if possible, areas of the library.
  - The suggested areas are: technical services, circulation, public services, audiovisual, reference, acquisitions, children’s services, and in some cases, the business office.
- Students are not paid for this experience.
- If it is not possible for the student to go to all areas of the library, another possibility of work can be discussed.
- As a service to the library and to provide the opportunity of give and take, the student can work on a special project or special service.
- After a library agrees to host a student, a “Student Profile” is sent out that has been prepared by the student. It describes the education, work experience, and other relevant information the student has chosen to provide.
- A meeting is held to initiate the process, introduce the student to the librarian/supervisor, and begin the Practicum.
- At the initial meeting, the supervisor/librarian will view a presentation describing the experience, receive a packet of information, and the performance evaluation forms needed to evaluate the student.

The Library Practicum is a very valuable learning opportunity. Although some students have worked in libraries, many have not. This opportunity introduces students to the world of library work in a very meaningful and productive fashion. Students will produce a culminating project consisting of a professional e-portfolio. The student resume will reflect the experiences provided by you. Your acceptance of our students is greatly appreciated! Our Library Technology Program is successful because of the support of people like you and libraries throughout the United States and a growing number of international libraries.
Note: The LTA student interested in LTA 2600, The Library Practicum, MUST contact the Program Coordinator the semester before the Practicum is to take place so that arrangements may be made. The Program Coordinator may request an advisor’s copy of your transcript from the Records Department to help in effectively judging your abilities and a suitable place for Library Practicum. In order to assure a practical learning experience beneficial to both the student and the cooperating library and to avoid misunderstandings, both parties should agree upon the following conditions:

I. TRAINING AGREEMENT, SCHEDULE, & OTHER REQUIREMENTS:

A. It is recommended that the Library Practicum be taken during the last semester in which the student is enrolled.

B. It is recommended that the Library Practicum be taken after the completion of all courses; if all but one course is completed and the student is interested in doing the Library Practicum, he/she should consult with the Coordinator.

C. The student must register for LIBRA 2600 Library Practicum.

D. At the same time the student registers for LIBRA 2600, he/she should complete and submit a petition to graduate to the Records Office; this will ensure receiving a certificate or diploma upon completing all course work.

E. Semesters last 16 weeks. the Library Practicum is usually completed in 12 to 14 weeks. This allows the first week for initial activities and the last weeks for completion of the Professional Portfolio Project and evaluations to be submitted to the Coordinator so that a final grade may be awarded.

F. The student's work schedule, once established, should not be significantly altered without the knowledge and permission of the Coordinator, the student, and the supervisor.

G. Only one student will be placed in a library at a time.

H. A "C" average in all LTA courses is required before the Library Practicum is started.

I. A student must be able to communicate effectively in the English language before being placed in a Library Practicum. At the time of the initial contact between the student and the Program Coordinator, communication skills will be discussed. If the Coordinator determines that a problem does exist, a second opinion will be obtained. If necessary, the student will be directed to the ESL
program. Once communications skills have been improved, the student may then apply for the Library Practicum. (If necessary, the student may be referred back to the ESL program.)

II. THE NATURE OF THE LEARNING EXPERIENCE

A. Prior to the signing of the contract, the primary supervisor at the cooperating library and the Coordinator shall agree on a training plan that provides for a learning experience as described in point "B" below. The primary supervisor at the library must agree that Progress Reports will be completed by the supervisor of each area in which the student works.

B. During the course of the student’s on-the-job learning experience, he/she must be rotated through a variety of tasks and learning experiences in most areas of the total operation of the library with emphasis on those duties normally performed by an LTA. Areas or departments in which training should be provided include: use of basic information tools, acquisitions, cataloging, circulation, and public services. An inordinate amount of time should not be spent working on projects such as taking an inventory of the collection, processing materials, or reading shelves. Observing the operations of an area should be limited; hands-on experiences must be emphasized. In no case is the student to be expected to perform duties and errands not directly related to librarianship.

III. SELECTING THE PARTICIPATING LIBRARY

A. The student should not make any initial inquiries with any library regarding the Library Practicum without first consulting with the coordinator.

B. Upon consultation with the student, the Coordinator will determine which library the student should do his/her Library Practicum. Such factors as career aspirations, previous library experience, and availability of a library will be considered.

C. Once decided, the student, the primary supervisor at the participating library and the Coordinator will sign the agreement. This will probably take place at the Intern-Librarian meeting.

D. If at all possible, the student will be placed in a library which is convenient for him/her. However, priority will be given to selecting a library where the student will have the most meaningful learning experience.

IV. STUDENT STATUS

A. While earning college credit for an on-the-job learning experience, the student is to retain the status of student. He/she should neither displace a regular worker nor occupy a fixed position with limited duties to fill a temporary vacancy on the library staff.
B. The Library Practicum worker is a student. His/her compensation is knowledge, experience, and college credit. The cooperating library is not expected to pay a wage, nor to receive compensation from the student or the College of DuPage.

V. COMMUNICATION

A. A student’s request for extraordinary time off, for whatever reason, should be cleared with both the cooperating library and the Program Coordinator. Arrangements must then be made to make up the lost hours of training.

B. Any serious irregularities in attendance, punctuality, attitude, or general professional behavior should be brought to the attention of the student and the Coordinator.

C. Both the cooperating library and the student are encouraged to recommend to the Coordinator an early termination of the Library Practicum if either party consistently fails to abide by the agreements made between them.

VI. CONCLUSION OF THE LIBRARY PRACTICUM AND EVALUATION

A. Progress Reports (p.15) must be completed by the supervisor of each area in which the student worked during the Library Practicum; these forms should be given to the primary supervisor who will review them and then submit them to the Program Coordinator.

B. The primary supervisor at the cooperating library will complete and return to the Coordinator the Primary Supervisor's Evaluation Form (p.16). All forms must be returned to the Coordinator at the end of the Library Practicum so that a final grade may be awarded.

C. The student must complete and return to the Coordinator the Student Evaluation Form. (p.17).

D. The student will submit a Professional Portfolio and the Student Evaluation of the Library Practicum form. The student will have a chance to review the evaluation forms sent by the host library.
Reference:

1. Determine when to refer a question to the librarian or to the supervisor.
2. Answer directional questions.
3. Answer ready-reference questions involving the use print and online basic information tools.
4. Assist patrons using the online databases and catalog with questions related to periodicals, finding articles, and citations.
5. Demonstrate use of the computer catalog and web site to patrons as needed.
6. Assist patrons with basic instructions on the use of online databases.

ILL/OCLC:

1. Process interlibrary loan and holds requests.
2. Search OCLC database as needed.
3. Read and interpret an OCLC screen or printout.

Media and Technology:

1. Assist patrons in use of library technologies, such as e-books.
2. Assist patrons in work areas, such as computer labs and Maker Spaces.

Acquisitions:

1. Verify bibliographic data for ordering by using as many tools as possible: such as books, Books in Print online or in print, OCLC, World Cat, etc.
2. Check for possible duplication of titles before ordering.
3. Place orders (using computer, if possible).
4. Check materials received against packing slips, invoices, and order files to indicate receipt and to identify discrepancies.
5. Check titles on a bibliography through the catalog and note library holdings.
6. Identify conditions under which it is necessary to refer a problem to the librarian or supervisor.

Cataloging/Processing:

1. Verify cataloging in CIP records or on OCLC or other available print or online sources for selected print and non-print materials.
2. Verify subject headings for selected MARC records.
3. Add copies and new editions to the collection.
5. Repair damaged materials and identify those that should be sent to the bindery.

Circulation:

1. Register borrowers.
2. Charge and discharge materials.
4. Place materials on reserve.
5. Place materials on hold.
7. Arrange trucks of materials in LC or Dewey order to be re-shelved.
8. Re-shelve trucks of books.
9. Identify conditions under which it is necessary to refer a problem or question to a librarian or supervisor.

Public Services:

1. Write publicity or help produce a brochure for a library program or service.
2. Develop a bibliography or "pathfinder" on a topic or book genre.
3. Plan and do a story hour, book talking session, movie program etc. for children or young adults.
4. Produce a poster or display for the library.
5. Produce web pages and other online information, such as WordPress, Pinterest, Facebook, Twitter, etc.
College of DuPage Library Technology Program
Library Practicum Training Agreement

Student Intern:

Library:

Library Address:

Library Telephone:

Primary Supervisor:

Number of hours intern will work per week:

Number of weeks intern will spend at library:

Beginning and concluding dates of field experience:

Areas in which intern will be assigned:

I agree to the above conditions, as well as those stated in the *Guidelines for Library Practicum*, which I have read prior to signing below.

_________________________________________  ___________________________________
Student  Date

_________________________________________  ___________________________________
Primary Supervisor  Date

_________________________________________  ___________________________________
Program Coordinator  Date
The supervisor of EACH area where the intern has worked should complete this form and return it to the primary supervisor.

Forms should be emailed to sturzc@cod.edu

Carol Sturz, College of DuPage Library,
425 Fawell Blvd., Glen Ellyn, IL 60137
Phone: 630-942-2597

Name of Supervisor:

Name of Intern:

Library:

Area of Library:

Total Hours Worked in This Area:

Assessment: (Describe each activity in which the intern was involved in your area. Rate the degree of skill with which the intern accomplished each task: 3 - above average/very proficient; 2 - average/acceptable proficiency; 1 - below average.)

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<th>DEGREE OF SKILL</th>
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Comments:

Supervisor’s Signature  Date
Please complete and return to the Program Coordinator one week after the conclusion of the Library Practicum. The primary supervisor should review Student Progress Reports written by area supervisors before this report is written.

The written assessment should be one to two paragraphs. It should describe the experience and the student’s performance during the field experience.

All forms should be e-mailed (or mailed) to:

sturzc@cod.edu

Carol Sturz, College of DuPage Library
425 Fawell Blvd.
Glen Ellyn, IL 60137

Name of Intern: Library:

Assessment:

Please give your Practicum student an Overall Rating Based On Employability:

1------2------3------4------5------6------7------8------9------10

Comments:

Signature of Primary Supervisor Date
Additional Information

• If you are able to sponsor another student in the near future please indicate your interest during your next available time:

Fall  __________
Spring  __________

• You will also be contacted next semester to participate in our e-portfolio reviews. Each professional reviewer will rate two students based on a rubric. Reviews take place during the last week of the college semester. All reviews are completed online.

Thank you for mentoring and training our College of DuPage Library Practicum student and for your contribution to our profession of Librarianship.

The College of DuPage Library and Information Technology program is an approved course provider for the Library Support Staff Certification sponsored by the American Library Association.

http://ala-apa.org/lssc/approved-courses/approved-course-providers/

Our program holds a Completion/Dual Admission Agreement with Dominican University in River Forest, IL.


Library and Information Technology program information  http://cod.edu/ita
COD LTA Program Facebook page https://www.facebook.com/LTAatCOD