

Library Information Technology Certificate of Accomplishment - Active

Department: Library Information Technology (Courses & Programs)

Approval: September 2012

The certificate in Library Information Technology is designed for those already holding academic degrees (associate of higher) who seek paraprofessional employment or advancement in a library or related information service agency; or those seeking an introduction to libraries and information services in anticipation of further study in library science.

The course of study includes instruction in library organization and services; standard reference materials; supervision; computer applications; the acquisition, processing, and cataloging of print and non-print materials, legal, medical and business resources, and practical experience in a library or resource center. Students are encouraged to augment study with courses from other college departments such as office systems, graphic communications, or computer networking and communications technologies.

Because employment in the field is competitive, students should assume entry level library work early in their studies. Those who complete the curriculum may find advantages in civil-service with federal, state, county, and city agencies. The department is currently pursuing course coordination for support staff certification through the ALA-APA.

Students must achieve a "C" in each course taken towards the certificate; pass grades will be considered where applicable. Courses may transfer, but half of all work should be completed at City College of San Francisco. All coursework must be taken within a ten year period.

Learning Outcomes

Upon completion of this program, students will be able to:

- Demonstrate competent understanding of the acquisition, description, storage, retrieval and use of library information products and services.
- Analyze problems of information access encountered by minorities, by the information poor, by the under-served and by special populations within the context of US and state constitutional and statutory law, and the professional ethics of the American Library Association.
- Demonstrate technical and practical skills in the use of library resources vended or distributed worldwide, in practical applications and in library employment.
- Critique the quality of information products and services, and to evaluate them both for agency purchase and for practical or academic use by self and others.
- Demonstrate understanding of library administrative organization, management and supervision; of collegiality, team-building and communication; of job description, employment qualification; of hiring practices for special libraries, non-profits and civil service.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Accomplishment in Library Information Technology

Course	Units
Required courses:	
LIBR 51 - Introduction to Libraries and Library Resources	3.00
LIBR 53 - Library Public Services	2.00
LIBR 55A - Cataloging and Classification	3.00
LIBR 55B - Library Technical Services	3.00
LIBR 56 - Computers in Libraries	3.00
Total:	14.00
Choose 3 units from the following course electives:	
LIBR 57 - Internet Research Strategies	2.00
LIBR 58A - Legal Resources and Libraries	1.00
LIBR 58B - Medical Resources and Libraries	2.00
LIBR 58C - Business Resources and Libraries	2.00
LIBR 59 - Library Work Experience	3.00

Recommended additional coursework may be taken for skills development in WDPR, MABS, CNET, GRPH, and CSCI; or for sophistication in the arts, social sciences and humanities.	
Total:	3.00
Total:	17.00

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