

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: LT 100 Introduction to Libraries and Information Services

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

This course is an introduction to the philosophy of library service; history and types of libraries; organization and operation of libraries and history of information. The role of the library/media technician; duties of the library/media technician in public services, reference, and technical services will also be introduced. Topics covered include the basic skills necessary for successful library employment including job search, application procedures, and the relationship of the LMTA to the Librarian, the library staff, and the community served.

SPECIFIC COURSE OBJECTIVES:

Successful students will:

1. Examine the history and definition of libraries and information transmittal.
2. Describe library types.
3. Analyze the role of the LMTA in the delivery of public and technical services.
4. Define basic library terminology.
5. Analyze issues such as: censorship, privacy, equal access, balanced collections, copyright, Internet usage policies.
6. Examine the role of library associations.
7. Apply job-seeking activities.
8. Inventory library systems.
9. Apply knowledge of standard information seeking resources.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. History of the Library
 - A. European
 - B. United States
- II. History of Information
 - A. Written transmission
 - B. Electronic transmission
- III. Library Types
 - A. School
 - 1. Mission
 - 2. Activities
 - B. Academic
 - 1. Mission
 - 2. Activities
 - C. Special
 - 1. Mission
 - 2. Activities
 - D. Public
 - 1. Mission
 - 2. Activities
- IV. LMTA Skills and Attitudes
 - A. Public Services
 - B. Technical Services
- V. Library Terminology
 - A. Print
 - B. Electronic
- VI. Library and Information Issues
 - A. Library Bill of Rights
 - B. Library Code of Ethics
- VII. Library Associations
 - A. ALA
 - B. CLA
- VIII. Employment
 - A. Resumes
 - B. Interviewing
- IX. Library Systems
 - A. County Libraries
 - 1. Funding
 - 2. Governing
 - B. Municipal Libraries
 - C. Networks
- X. Print and Electronic Resources
 - A. Catalogs-card and electronic
 - B. Databases and Indexes
 - C. World Wide Web and E-mail

REQUIRED READING:

Text: Chernik, Barbara A. Introduction to Library Services. Englewood, CO: Libraries Unlimited, 1992.

Additional Readings: Class Website

SUGGESTED READING: Professional journals

REQUIRED WRITING:

1. Students will write a one page resume
2. Students will write a 3 to 5 page research paper.
3. Students will write brief summaries on selected course topics (one page).
4. Summarize professional journal articles (one page).

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Complete all outside reading assignments. Complete written assignments as stated in the Required Writing section above. Complete database and Web searching activities.

Participate in a Listserv.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination
 directed study

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
 Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
 Two-Way Video Conferencing (Two-way interactive video and audio)
 One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
 Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Grading on Percentage: 90 - 100% = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
Below 60% = F

10% - Class Participation
25% - Written Homework Assignments
20% - Midterm Examination
25% - History Report
20% - Final Examination

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No x Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Carolyn Funes

SIGNATURES:

SIGNATURES ON FILE