

Library Media and Technology
LT 130
Spring 2025



SYLLABUS

Instructor: Linda D. Morrow, Professor/Public Services Librarian

760-744-1150 x 2617

Office: LRC 114

Office hours by appointment (face-to-face or online)

lmorrow637@gmail.com This is the email address I prefer to use for this course.

lmorrow@palomar.edu

Please include **LT 130** in the subject line of any email you send me about this class:

lmorrow637@gmail.com

I will respond as soon as possible, usually within 24 hours. If you send a message to me on Friday or over the weekend, it may take up to 48 hours to get back to you.

Required Text: [Using Digital Information Services in the Library Workplace An Introduction for Support Staff](#)

by Marie Keen Shaw ISBN: 978-1-5381-4540 (pbk.) (Print copy on reserve at the Circulation Desk on the 1st floor of the Library)

978-1-5381-4541-8 ([ebook](#))

Course Description:

This course addresses the technology skills and knowledge required for library work. The course also addresses the role of providing access to and educating the patron in the use of technologies and equipment relevant to information seeking, access, and use. Topics covered include the utilization of web tools, graphics, and other projected and non-projected media, operation of appropriate equipment, and the production of multimedia, graphics and displays. CSU

Student Learning Outcomes

At the end of this course students will be able to:

- Evaluate and select appropriate technology and media for a library setting
- Formulate and conduct learning activities that integrate the use of information media tools
- Design and create flyers, brochures, displays, websites, blogs and other media for use as marketing and informational tools

Upon successful completion of this course you will know:

1. General trends and developments in technology necessary for library work. The process of providing access to and educating the user in the use of technologies and equipment relevant to information seeking, access, and use.
2. The role and responsibility of libraries for introducing relevant applications of technology, including digital literacy, to the public.
3. The basic principles and best practices to ensure the integrity of data and the confidentiality of user activities.
4. The concepts and issues concerning the appropriate use of technology by different user groups.
5. The role of technology in creating, identifying, retrieving, and accessing information resources and will demonstrate facility with appropriate information discovery tools.

Upon successful completion of this course you will be able to:

6. Demonstrate flexibility in adapting to new technology.
7. Assist and train users to operate public equipment, connect to the internet, use library software applications, and access library services from remote locations.
8. Perform basic troubleshooting of technical problems and resolve or refer those problems as appropriate.
9. Access and use basic assistive technologies, where appropriate, to ensure that all users have equitable access to technology.

Course Policies:

Instructor Communication:

I send out announcements on a regular basis, usually twice per week on Sundays and Tuesdays. I will also send out an announcement if I find that several students have asked me the same question or something comes up of general interest to the entire class such as job postings or scholarship opportunities.

You may contact me via the Inbox or, for this course, use my Gmail account at Imorrow637@gmail.com or phone at 760-744-1150, ext. 2617. I will usually get back to you within 24 - 48 hours Monday – Thursday. If you contact me on the weekend, I will respond by the following Monday. Each week this semester, I will be available via Zoom on Thursday evenings from 6:00 p.m. - 7:00 p.m. You may access the link to Zoom in

the navigation bar to the left of the screen. If you would like to meet in person, **please contact me for an appointment**. I will meet with you at the Library/LRC, which is across from the H Building. My office is LRC-114. My work schedule is Monday & Tuesday 7:30 a.m - 4:00 p.m. Wednesday and Thursday, 7:30 a.m - 2:00 p.m.

When should you expect your grades? I will attempt to grade your work and give you meaningful feedback within one week of the due date. If you haven't received your grade by that time, please contact me to let me know.

Discussion Board Canvas Netiquette

What is Netiquette?

Netiquette is a set of guidelines for electronic communication.

Netiquette Tips

- **Avoid sarcasm.** People who don't know you may misinterpret its meaning.
- **Use appropriate language:**
 - Avoid coarse, rough, or rude language.
 - Observe good grammar and spelling.
- **Avoid "flaming"** (online "screaming") or sentences typed in all caps.
- **Be courteous** to the other students in the class. You might find it helpful to read your posting out loud before you submit it: the "tone" is a very important part of electronic communication. When you read your message out loud, does it sound the way you would speak to another student in the classroom?
- **Refrain from inappropriate language.**
- **Never make derogatory comments** toward another person in the class.
- **You can disagree with ideas**, but do not make personal attacks.

Please be aware of the image you are projecting online. Even in this age of text messaging, spelling and grammar do impact the image that you are projecting to your instructor and course mates. It's better to keep it simple, clear and in good form.

Adapted from Penn State/World Campus Netiquette

Dates and Penalties:

If a student processes a drop during the first four weeks of a full semester no grade will be assigned and no notation will appear on the student's permanent record.

Between the fourth week and the eighth week of a full semester a student may process a drop at his or her discretion and receive a withdrawal (W grade).

After the eighth week of a full semester course only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.

All students are expected to participate in classes. Failure to complete assignments can result in an “F” or “FW” grade, unless the student executes a drop within the time periods indicated above.

Refer to the 2024-2025 College calendar for specific dates.

Computer Use:

Written projects and assignments must be completed using a Microsoft Word processing program or Google Docs. Internet access and an email address are required components of the class.



All students and employees of Palomar College are already licensed to use Office 365 for free. In fact, we are licensed to have up to five copies of Office installed on our computers, as well as full access to the full-featured versions of all the online Office applications. Oh, plus 1024 Gb of storage space on the OneDrive cloud storage system.

For free.

At one time students were required to put in an account request, but thankfully that process is no longer needed. Your account should already exist and be ready for you to start using. All you should need to do is to visit the Office.com website, and Sign in using your Palomar email address as username, and whatever your Palomar email password is.



Google Docs is a suite of products that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files -- all online, and all for free. With an Internet connection, you can access your documents and files from any computer, anywhere in the world.



Some of the documents linked from Canvas are in PDF format (Adobe Portable Document Format). You need a special program to read them called Adobe Reader. If you do not have this program, click on the "Get Adobe Reader" icon above. There is no charge for this program.

INTERNET RESOURCES

[American Library Association \(ALA\)](#)

[ALA Conferences & Events | Awards, publishing, and conferences: ALA membership|](#)

[American Association of School Librarians \(AASL\)](#)

[Association of College & Research Libraries \(ACRL\)](#)

[California Library Association](#)

[California School Library Association](#)

[Resources - Copyright Advisory Network](#)

[School Library Research \(SLR\) | American Association of School Librarians \(AASL\)/](#)

[Special Libraries Association](#)

Course Management System:

We will be using Canvas extensively in this course. To access our class go to Canvas. Log in at the Dashboard. There will be an icon for this course:



Click on the icon to access this course.

This course will be listed as:

LIBRARY MEDIA AND TECHNOLOGY 31208

Spring 2025

General Technology Help

If you are new to using technology in an online course setting, review these [Free Technology Basics](#) Tutorials to get more comfortable with your computer. Explore the

other tutorials available on [GCFLearnFree](#) to get more comfortable with software like [Microsoft Office](#) or [Google Apps](#).

Canvas Help

Detailed documents and videos on how to use Canvas as a student may be found online at the [Canvas Community site](#).

We will be using Canvas for this course, so you will need access to a computer and the Internet. Canvas is also **mobile-friendly** and can be used on your phone or tablet through the [Canvas Mobile App](#) or a mobile browser!

- [What are the basic computer specifications for Canvas?](#)
- [Which browsers does Canvas support?](#)

Note: Computers are available for students to use on San Marcos campus at the Library/LRC. Computers are also available at all the Palomar Center Libraries.

Tech Help From Palomar

There are several options for additional technology support at Palomar.

The Academic Technology Resource Center has information for [assistance using or accessing Canvas](#).

[Academic Technology Resource Center Support \(ATRC\)](#)

Support requests through the ATRC Support Center will give the fastest response time. On the left side of the page, click on the link "Students".

Send email

Email correspondence must come from a Palomar College email address for identity verification purposes.

Call:

(760) 744-1150 x2862

When leaving a voice message, be sure to specify your nine-digit Palomar ID number.

ATRC Support Hours

Mon - Thu: 8am - 8pm

Fri: 8 am - 4 pm

When leaving a voice message, be sure to specify your nine-digit Palomar ID number.

If you come to the San Marcos campus, you can visit the ATRC in the H building (H-114) across from the Library/LRC.

Grading System & Policies:

All assignments must be completed on time to receive full credit.

Late assignments may be eligible for no more than 50% of the possible grade points.

Academic Dishonesty and Code of Conduct Violations:

Cheating, plagiarism and disruptive behavior (including inappropriate language and/or internet use) are grounds for expulsion from the class or a failing grade. For more specific information, please see: [Standards of Student Conduct](#) – these standards are expected to be maintained online and on campus – [BP 5500](#)

Student Rights/ Privacy of Student Records

Directory information will not be sold, used for commercial purposes, disclosed to the public, or given to government agencies for the purposes of making benefits determinations (other than for financial aid). If you do not want the College to provide any directory information without your written consent, please notify the Records Office, in writing within thirty (30) days of the start of each semester. If you activate your student email account, it will be displayed in a public electronic address book. Additional information about student rights may be found at [Enrollment Services](#).

Student Support Services

Studies have shown that online courses can be even more challenging than face-to-face courses. In order to be successful, you need to be prepared for the type of work required of you. Because this is a fully online course, it may be helpful to review the information available on the [Are You Ready](#) website to familiarize yourself with the requirements of being an online student.

Accessibility Support

[Disabled Student Services:](#)

There are a number of ways to connect with a DRC staff member and get answers to quick questions or to schedule an appointment with a DRC Counselor or other specialist. In order to maintain the health and safety of all students, faculty, and staff, connect and engage with the DRC remotely.

Students seeking to apply for and request disability-related accommodations are invited to contact the DRC at 760.744.1150, ext. 2375

Counseling

Palomar's Counseling Department has identified many attitudes, habits and strategies that help students successfully complete their courses. Visit the [Counseling website](#) to see the variety of resources they have available.

Student Behavior Expectations

- [Palomar College Student Code of Conduct](#)
- [Palomar College Student Life and Leadership](#)

Library

- [Library website](#)
- Information about services offered, particularly for online students

Tutoring (On-Campus & Online)

Palomar College is committed to the success of its diverse student population. Academic support and appointment or drop-in online tutoring sessions are available to ensure that students get the help they need and are able to complete their educational goals. Drop-in face to face tutoring is also available in the S.T.A.R. Center on the third floor of the Learning Resource Center. All tutoring is free of charge to currently enrolled Palomar College students. The college has several Tutoring Centers that have all moved to online tutoring. All of the tutors are experienced and trained tutors who are available to assist you.

- [Tutoring website](#)
- Information about services offered, particularly for online students including a list of subjects.

More Services

- [Financial Aid](#)
- [Behavioral Health Counseling Services](#)
- [Veteran's Center](#)
- [Student Health](#)
- [Title IX Compliance](#)
- [Student Life and Leadership](#)
- [Bookstore](#)
- [Academic Counseling](#)

Grades will be determined according to the following distribution of points:

Assignments and projects will be due by 11:59 p.m. always on a Thursday.

Activity	Points	% of Grade
Introduction Discussion Board and Syllabus quiz	20	2.0%
Draft e-Portfolio	50	5.0%
Field Trip or alternate assignment	60	6.0%
Projects (Blog, Google slides, flyer, brochure, QR codes, digitizing, etc.)*	515	51.5%
Self Reflections	160	16.0%
Avatars	45	4.5%
Final – e-Portfolio (Folio)	150	15.0%

The total number of points possible for the course is 1000. The grading scale will be:

A	900-1000 points	B	800-899 points	C	700-799 points
D	600-699 points	F	0-599 points		

Students needing assistance are encouraged to use the [Tutoring Center](#) in the Library.

* Depending upon availability, specific software required may vary from what is listed on the syllabus.