San Bernardino Valley College
Curriculum Approved: February 2, 2004
Last Updated: January 2004

I.   COURSE DESCRIPTION:
Division: Learning Resources
Department: Library Technology
Course ID: LIB 064
Course Title: Introduction to Libraries for Library Technicians
Units: 1 unit
Lecture: 1 hour per week
Laboratory: None
Prerequisite: None

Catalog and Schedule Description:
Introduction to the philosophy of library services; the history and types of libraries; the relationship of a library to the community it serves; the organizational structure of libraries; the role of the Library Technician; and the development of a positive workplace attitude.

II.   NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III.   EXPECTED OUTCOMES FOR STUDENTS:
Upon successful completion of the course, the student should be able to:
A.   Identify major trends in the history of libraries

B.   Define the basic vocabulary that is unique to the library field

C.   Compare and contrast the focus and purpose of the four major kinds of libraries (school, public, academic, special)

D.   Explore the advantages and disadvantages to working in each of the four kinds of libraries

E.   Recognize major issues and trends in the library field, including censorship, literacy training, copyright, and professional ethics

F.   Construct a resume appropriate to their career goals

IV.   CONTENT
A.   Overview of the library field
        1.   Personnel
        2.   Education
B.   History of books and libraries
        1.   Incunabula
        2.   Advent of the printed book
        3.   Social climates and the growth/decline of libraries
C.   Stereotypes vs. actual job descriptions
        1.   What attracts people to the library field
        2.   Professional organizations and journals
D.   Organization and function of public libraries
E.   Organization and function of school libraries
F.   Organization and function of academic libraries
G.   Organization and function of special libraries
H.   Professional vocabulary
I.   Issues and trends in the library field
        1.   Censorship
        2.   Literacy programs
        3.   Copyright
        4.   Ethics
J.   Preparation of a resume
K.   Interviewing techniques

V.   METHODS OF INSTRUCTION:
A.   Lectures
B.   Small group projects and presentations
C.   Audiovisual aids

D.   Computer-assisted instruction
E.   Field trips.

VI.   **TYPICAL ASSIGNMENTS:**
Research papers, journals, essays, or other written components will be assigned by all instructors.
A.   Writing an essay on the type of library in which the student would someday like to work, and why

B.   Interviewing a library clerk about his/her job

VII.   **EVALUATION(S):**
Methods: Students will be evaluated on their ability to apply course concepts as measured by:
A.   Completion of a research paper, essay exam, or journal;
B.   True-false tests, multiple-choice tests, or sentence-completion tests;
C.   Presentation of an oral report;
D.   Preparation of a resume

Frequency of Evaluations:
A.   One or two written assignments;
B.   Two examinations;
C.   Oral report;
D.   Resume project

TYPICAL EXAMINATION QUESTIONS:
A.   Why are literacy programs so important in today's public libraries?

B.   What is the primary function of an academic library?

VIII.   **TYPICAL TEXT(S)**
A.   Feinberg, Renee. The Changing Culture of Libraries: How We Know Ourselves Through Our Libraries. Jefferson, N.C.: McFarland, 2001.

B.   Battles, Matthew. Library: An Unquiet History. New York: W.W. Norton, 2003.

IX.   **OTHER SUPPLIES REQUIRED OF STUDENTS:** None