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 069
Course Title:	Library Automation for Library Technicians
Units:	2 units
Lecture:	1.5 hours per week
Laboratory:	1.5 hours per week
Departmental Advisory	Completion of LIB 065, LIB 066, AND LIB 067, OR equivalent experience.

Catalog and Schedule Description:
Introduction to the application and integration of computer systems in libraries. Students will be exposed to a variety of computer applications, including online public access catalogs and automated circulation and cataloging systems. In addition, students will gain entry-level proficiency in utilizing compact disc technology \and in conducting online database searches.

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 appropriate applications of computer technology to a wide variety of library operations and procedures, including acquisitions, cataloging, serials control, circulation, and public access catalogs.

B.   Recognize elements in a MARC record, and apply this knowledge to the procedures needed to establish a machine-readable database.

C.   Apply principles of Boolean logic to an online and CD-ROM reference search.

D.   Define the basic vocabulary that is unique to automated applications in the library field.

IV.   CONTENT:
A.   Libraries and automation
    1.   Trends in computerization of libraries
    2.   Meaning of automating library services
B.   Working with an automated system
    1.   How the computer works
    2.   Computer types
    3.   Machine-Readable information
C.   Automated acquisitions
    1.   Bibliographic verification
    2.   Order preparation
    3.   Fund encumbrance
    4.   Control of records
    5.   Fund accounting
D.   Automated cataloging and processing
    1.   Bibliographic utilities
    2.   Database access
    3.   Online authority control
    4.   Machine readable conversion
    5.   MARC format
E.   Automated serials control
    1.   Ordering
    2.   Renewing
    3.   Canceling
    4.   Check-in and claiming
    5.   Fund control
    6.   Statistical reports
F.   Automated circulation
G.   Online public access catalog
H.   Compact disc products for libraries

I.   Online sources
        1.   World Wide Web

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 included by all instructors.
A.   Assign appropriate MARC tags to the elements of various book records.

B.   Memorize basic vocabulary and the definitions of specific terms unique to automated library applications.

VII. EVALUATION(S):
Method(s): Students are evaluated on their ability to apply course concepts as measured by
A.   Completion of research paper, essay exams, or journals
B.   True-false, multiple-choice or sentence completion exams
C.   Presentation of an oral report and/or written project

Frequency of Evaluation:
A.   Weekly assignments
B.   Two or three examinations
C.   Final report or project

TYPICAL EXAMINATION QUESTIONS:
A.   What are the ten desirable functions of a good automated system?

B.   What are the elements in a MARC record?

VIII. TYPICAL TEXT(S):
A.   A compilation of handouts from a variety of professional publications. Readings level: college.

B.   Gorman, Michael. The Enduring Library Technician, Tradition, and the Quest for Balance. Chicago: American Library Association, 2003.

C.   Kochtanek, Thomas R. and Joseph R. Matthews. Library Information Services: From Library Automation to Distributed Information Access Solutions. Littleton, CO: Libraries Unlimited, 2002.

IX.   OTHER SUPPLIES REQUIRED OF STUDENTS: None