



## **LIBRARY/MEDIA TECHNOLOGY**

(2008-2009 Catalog)

### **LMTECH 098 SPECIAL TOPICS IN LIBRARY/MEDIA TECHNOLOGY**

Units: 0.50 8.0 hours lecture

Provides a forum in which topics of current interest can be presented to Library/Media Technology students and library technicians working in the community. For some topics, basic computer keyboard and/or Internet usage skills are assumed. Offered credit/no-credit only.

### **LMTECH 100 INTRODUCTION TO RESEARCH**

Units: 1.00 – UC; CSU 18.0 hours lecture

Introduces students to libraries and basic research techniques with emphasis on materials and services of the College library. Students learn to use the online public catalog, periodical indexes, Library of Congress classification system, selected reference tools and the locations of special services. Also includes an introduction to research on the Internet with hands-on practice. Students also learn to write research papers in the widely-accepted MLA style. (This course is not designed for LMT majors.) May be taken 2 times for credit.

### **LMTECH 101 INTRODUCTION TO LIBRARY SERVICES**

Units: 1.00 – CSU 18.0 hours lecture

Surveys the history, mission, and organization of libraries and information centers. Emphasis on community analysis of library clientele, diversity of information formats, and current issues and trends. Provides beginning library/media technology students with an introduction and overview and identifies job opportunities in the field.

### **LMTECH 102 REFERENCE SKILLS AND SERVICES**

Units: 1.00 – CSU 18.0 hours lecture

Enables the student to use a library and its resources effectively. Covers the use of online/Web library catalogs, print periodical indexes, online periodical databases, major print reference resources, Internet resources, and the evaluation of print and electronic information sources. Discusses basic research methodology, search strategies, and standard bibliographic format.

### **LMTECH 103 LIBRARY CIRCULATION SYSTEMS**

Units: 1.00 – CSU 18.0 hours lecture

Surveys types of circulation and patron registration systems, loan policies, and circulation procedures for print and audiovisual materials. Covers statistics, inventory and shelving operations, interlibrary loan services, theft detection systems, and bibliographic checking through OCLC and Melvyl databases.

### **LMTECH 104 CATALOGING AND TECHNICAL SERVICES**

Units: 3.00 – CSU 54.0 hours lecture

Introduces basic tenets of descriptive and subject cataloging, Library of Congress and Dewey Decimal classification systems. Provides practical skills necessary to

catalog and classify a variety of materials in MARC format, using cataloging tools in both online and print. Discusses minimal-level and full-level cataloging, and vendor-supplied catalog records. Surveys and evaluates selected online/Web catalogs. Discusses various aspects of technical service operations in the context of overall library services.

### **LMTECH 106 LIBRARY COLLECTIONS: PRINT**

Units: 1.00 – CSU 18.0 hours lecture

Provides an overview of book, government document, periodical, pamphlet, microform collections, and print resources available in electronic format. Introduces the skills necessary to select, order, organize and maintain these library materials.

### **LMTECH 109 LIBRARY AUDIOVISUAL RESOURCES**

Units: 2.00 – CSU 36.0 hours lecture

Survey's non-print resources and equipment in libraries and media centers. Covers the selection, organization, use and preservation of non-print resources and the operation and maintenance of equipment, including VCRs, DVD players, computers, projection equipment, and peripherals. (Formerly LMTECH 107 and LMTECH 108)

### **LMTECH 110 LIBRARY/MEDIA CENTER INTERNSHIP**

Units: 2.00 – CSU 8.0 hours lecture, 81.0 hours lab

*Prerequisite: Completion of at least three (3) library/media technology units with a minimum grade of C or better. Enrollment in library/media technology courses within the past five years.* Provides structured on-the-job experience in one or more libraries.

### **LMTECH 112 SCHOOL LIBRARY/MEDIA CENTER SERVICES**

Units: 1.00 – CSU 18.0 hours lecture

Survey of library/media services for elementary, junior and senior high schools. Topics include public relations, promotional programming, storytelling, book talks, student behavior, appropriate use of technology, and collection development.

### **LMTECH 114 LIBRARY SUPERVISORY SKILLS**

Units: 1.00 – CSU 18.0 hours lecture

Introduces supervisory skills within the context of a library/media center department or branch. How to train, motivate, counsel and evaluate employees; time management, delegation of work, preparation of memos, and statistical reports will be covered. Discussion of stress factors, problem patrons, and disaster preparedness.

### **LMTECH 115 INTERNET IN LIBRARIES**

Units: 1.00 – CSU 18.0 hours lecture

Introduces the Internet, its use in libraries, and the role of libraries in the digital age. Topics include using the Internet as a research tool, evaluating and selecting appropriate electronic resources for the library's virtual collection. Students will learn how to: use a Web browser, use a variety of search tools, and assess the value of different free and proprietary databases on the World Wide Web. Additional topics will include managing public access, filtering and privacy.