

ARCHIVES AND DIGITAL COLLECTIONS ASSISTANT – CERTIFICATE OF ACHIEVEMENT

Top Code:

1602.00

As libraries and other types of organizations begin digitizing their local and special collection materials, this frequently means that librarians and library assistants find themselves working with archival and manuscript materials for which they have no training. Understanding how archival collections are appraised, handled, arranged, described, and preserved better prepares library staff for working with these unique materials. Similarly, libraries and other cultural heritage organizations today must ensure that digital information of long term value, both “born digital” and reformatted content, is preserved to remain accessible and usable over time. This Certificate of Achievement expands on the coursework of the Digitization Skills Certificate to include archival practices, digital image editing and digital preservation skills sets that will better prepare students for work in archives, special collections and the digitization field.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Analyze the selection, technical, and copyright issues that impact the success of archival and digital projects.
- Apply established digitization protocols and standards to produce digital representations of archival materials.
- Apply established protocols and metadata standards to provide access to digital objects in digital asset management systems.
- Analyze methods, issues, and best practices for handling, organizing, and preservation of archival collections.
- Evaluate digital preservation strategies, methods, and tools to determine what may be appropriate for particular material types, users and institutions.
- Demonstrate proficiency in basic digital image editing, processing, and manipulation techniques.

Requirements for the Certificate of Achievement

Code	Title	Units
Required Courses		
LIB 120	INTRODUCTION TO ARCHIVES & SPECIAL COLLECTIONS	3
LIB 121	TECHNOLOGIES & PROCESSES FOR DIGITAL COLLECTIONS	3
LIB 122	INTRODUCTION TO METADATA FOR DIGITAL OBJECTS	3

LIB 123	INTRODUCTION TO COPYRIGHT ISSUES FOR DIGITAL COLLECTIONS	1
LIB 124	SURVEY OF DIGITAL PRESERVATION	1
PHOT 002	DIGITAL PHOTOGRAPHY I	3
LIB 126	ARCHIVES & DIGITAL COLLECTIONS INTERNSHIP	1
Total Units		15

Recommended Electives

Code	Title	Units
BIT 025	SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS	3

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/77b6bd9e-2dc9-4ebe-8c38-38e2fabe4432/programs/e728caff-f8bd-9f10-07d8-01e46103181b/>) for a suggested sequence of courses.

This Certificate of Achievement is not eligible as a major for an Associate Degree.