LIBRARY (LIB)

LIB 001 COLLEGE RESEARCH SKILLS
1 unit
Transfer Credit: CSU; UC
Fundamentals of college-level research using academic and online research tools. Focus on planning, developing effective search strategies, critical evaluation of information, and documentation of sources following standard citation styles. Total of 18 hours lecture.
Grade Mode: *Letter Grade, Pass/No-Pass*

LIB 020 INDEPENDENT STUDY
1 unit
Transfer Credit: CSU
Prerequisite(s): *LIB 001nbsp; Enrollment Limitation: Permission of division dean.Individual research projects on library-related topics*

Regular periodic faculty conferences and written report are required. Total of 54 hours laboratory.
Grade Mode: *Letter Grade*

LIB 101 INTRODUCTION TO LIBRARY SERVICES FOR SUPPORT STAFF
3 unit
Recommended Preparation: *LIB 001 and BIT 106 or experience with standard office software*

Characteristics of the main types of libraries with a focus on tools and terminology of library services and the role of library support staff in library operations. Library principles, service philosophy, and issues related to library services are also covered. For students interested in working in library support staff roles, but open to all students. Total of 54 hours lecture.
Grade Mode: *Audit, Letter Grade*

LIB 102 INTRODUCTION TO REFERENCE SERVICES
3 unit
Prerequisite(s): *Enrollment in or completion of LIB 001*

Recommended Preparation: *LIB 101*

Basic tools, techniques and philosophy of library reference services with a focus on reference interview skills and effective search techniques for assisting library users with basic reference and research inquiries. Social and ethical issues related to reference services policies and patron privacy are also covered. For students interested in working in library support staff roles, but open to all students. Total of 54 hours lecture.
Grade Mode: *Audit, Letter Grade, Pass/No-Pass*

LIB 103 INTRODUCTION TO LIBRARY ACCESS SERVICES
3 unit
Library circulation and access services with a focus on customer service, online circulation systems, and the organization and maintenance of library collections. Issues related to access services policies and patron privacy are also covered. For students interested in working in library support staff roles, but open to all students. Total of 54 hours lecture.
Grade Mode: *Audit, Letter Grade, Pass/No-Pass*

LIB 104 INTRODUCTION TO LIBRARY TECHNICAL SERVICES
3 unit
Recommended Preparation: *LIB 101*

Fundamentals of library technical services with a focus on the tools and skills needed for library acquisitions and processing library materials. Issues related to collection development policies and access to library materials are also covered. For students interested in working in library support staff roles, but open to all students. Total of 54 hours lecture.
Grade Mode: *Audit, Letter Grade, Pass/No-Pass*

LIB 105 INTRODUCTION TO CATALOGING FOR LIBRARY TECHNICIANS
3 unit
Prerequisite(s): *LIB 104*

Basic principles of descriptive cataloging with a focus on the tools and skills needed for copy cataloging using national standards and common bibliographic utilities. Includes an overview of the basic principles of subject classification and issues related to bibliographic and authority control in online catalogs. For students interested in working in library support staff roles, but open to all students. Total of 54 hours lecture.
Grade Mode: *Audit, Letter Grade, Pass/No-Pass*

LIB 106 LIBRARY TECHNOLOGY INTERNSHIP
1 unit
Prerequisite(s): *LIB 101 and 104*

Enrollment Limitation: *Instructor approval*

Supervised on-the-job experience in an approved library setting. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit. Total of 60 hours work experience.
Grade Mode: *Pass/No-Pass*

LIB 120 INTRODUCTION TO ARCHIVES & SPECIAL COLLECTIONS
3 unit
Recommended Preparation: *LIB 101*

Basic archival principles and practices including: handling, storing, describing, organizing, and preserving documents and data. Use of Describing Archival Collections (DACs) for discovery of archival collections. Survey of current online systems for managing archival materials. For students interested in working in archives or special collections. Total of 54 hours lecture.
Grade Mode: *Letter Grade*

LIB 121 TECHNOLOGIES & PROCESSES FOR DIGITAL COLLECTIONS
3 unit
Recommended Preparation: *BIT 025*

Basic processes of digital repositories including assessing collection materials, scanning, managing files for preservation, quality control and the use of digital asset management systems. For students interested in working on digitization and digital imaging in cultural heritage institutions. Total of 54 hours lecture.
Grade Mode: *Letter Grade, Pass/No-Pass*

LIB 122 INTRODUCTION TO METADATA FOR DIGITAL OBJECTS
3 unit
Prerequisite(s): *LIB 121*

Recommended Preparation: *LIB 105*

Basic principles of metadata development for digital repositories. Survey of common metadata schemas and controlled vocabularies. Emphasis on use of Dublin Core schema to create shareable metadata records for application across a collection of digital objects. For students interested in working in digital preservation projects. Total of 54 hours lecture.
Grade Mode: *Letter Grade, Pass/No-Pass*

LIB 123 INTRODUCTION TO COPYRIGHT ISSUES FOR DIGITAL COLLECTIONS
1 unit
Prerequisite(s): *LIB 121*

Introduction to copyright and privacy issues relating to digital projects. Includes an overview of public domain, fair-use, licensing, copyright status as selection criteria, and rights metadata. Total of 18 hours lecture.
Grade Mode: *Letter Grade, Pass/No-Pass*

LIB 124 SURVEY OF DIGITAL PRESERVATION
1 unit
Prerequisite(s): *Enrollment in or completion of LIB 121 or equivalent skills as demonstrated through placement based on the Library Technology Assessment process*

Examination of core components and functions of digital preservation for libraries and archives. Topics include digital preservation strategies, tools, and policies that work effectively for a variety of data types and cultural heritage organizations. For students interested in working in digital preservation support staff roles, but open to all students. Total of 18 hours of lecture.
Grade Mode: *Letter Grade, Pass/No-Pass*

LIB 126 ARCHIVES & DIGITAL COLLECTIONS INTERNSHIP
1 unit
Prerequisite(s): *LIB 120, 121, and 122*

Corequisite(s): *LIB 124*

Enrollment Limitation: *Instructor approval*

Supervised practical experience working in an approved archives, specialized collection or digital project in a library, museum, or other type of organization.Pass/no pass grading. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit.
Grade Mode: *Audit, Pass/No-Pass*