

Online Education Plan for Obtaining a Certificate in Library Technology

LIBRARY TECHNOLOGY CERTIFICATE

(Note: Not all of the courses for this certificate are yet offered in the online format)

This certificate is designed to prepare students for entry-level employment in a library, assisting librarians to acquire, prepare, and organize material, circulate them, and/or assist users in finding information. In some cases, such as in small branch or school libraries, library technicians may perform any or all of these tasks on their own. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

Completing the courses (or their alternatives) as indicated below will enable the student to obtain a certificate in Library Technology:



1. ___ LIB 062 (Care and Repair of Library Materials) (1 unit)
(Note: The above is **NOT** offered as an online class.)
2. ___ LIB 064 (Introduction to Libraries for Library Technicians) (1 unit)
3. ___ LIB 065 (Public Services for Library Technicians) (3 units)
4. ___ LIB 066 (Acquisitions for Library Technicians) (3 units)
5. ___ LIB 067 (Library Technical Services) (3 units)
(Note: The above is **NOT** offered as an online class.)
6. ___ LIB 068 (Library Media Services) (2 units)
7. ___ Select one of the following:
 - ___ LIB 069 (Library Automation for Library Technicians) (2 units) **OR**
 - ___ Any other hands-on computer course
(Contact Marie Mestas at 909 384-8576 for approval prior to selecting this alternative)
8. ___ Select one of the following:
 - ___ LIB 198 (Library Work Experience) (1-4 units) **OR**
(Note: The above is **NOT** offered as an online class.)
 - ___ Documented evidence of employment in a library for a least one year at full time (or equivalent).
(Contact Marie Mestas at 909-384-8576 for approval prior to selecting this alternative.)

9. ___ Select one of the following:

- ___ ENGL 055, 155 (Children's Literature) (3 units) **OR**
- ___ ENGL 063, 163 (Chicano Literature) (3 units) **OR**
- ___ ENGL 065, 165 (African-American Literature) (3 units) **OR**
- ___ Any other college-level literature course

10. ___ Select one of the following:

- ___ CIT 010 (Beginning Keyboarding) (3 units) **OR**
(**Note:** The above is **NOT** offered as an online class.)
- ___ Documented evidence of the ability to type a minimum of 30 words per minutes for five minutes.
(Contact Marie Mestas at 909-384-8576 for approval prior to selecting this alternative.)

Total Units: 22-25 semester units