



# Library Technical Assistant- Specialized Diploma (2021-22 Catalog)

## SEMESTER-BY-SEMESTER PROGRAM MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion

Plans can be modified to fit student needs by adding more semesters

**Choose your courses with your Advisor.**

					Location: B= BETH, M= MROE, S=SBTH, E= ESTN, D= DIST *subject to change					
	complete	Course #	Course Title	Credits	Gen Ed	Fall	Winter	Spring	Summer	Pre-requisites / Co-requisites
Semester 1	<input type="checkbox"/>	COLS101	College Success	1		B, M, D	----	B, M, D	D	
	<input type="checkbox"/>	LIBT101	Introduction to Library Service	3		D	----	D	D	
	<input type="checkbox"/>	LIBT209	Computers in Libraries	3		D	----	D	D	
			Total Semester Credits:	7						
Semester 2	<input type="checkbox"/>	LIBT__	LIBT Elective*	3		All are online/distance learning availability varies (see below)				
	<input type="checkbox"/>	LIBT__	LIBT Elective*	3						
	<input type="checkbox"/>	LIBT__	LIBT Elective*	3						
			Total Semester Credits:	9						
				Total Degree Credits	16					

### Notes:

ALL LIBT courses are only available through Online Learning.

\*Students must take LIBT101 Introduction to Library Service; it is strongly urged that they begin the program with this course.

\*Students must take LIBT209 Computers in Libraries.

\*Students must complete 9 credits of LIBT electives by completing three (3) of the following four courses:

LIBT 115 – Reference Resources and Services (3 credits) – available FA or SP

LIBT 203 – Technical Services (3 credits) – available FA or SP

LIBT 207 – Library Management (3 credits) – available SP only

LIBT 253 – Literature for Children & Young Adults (3 credits) – available FA only

For individuals with library experience, please contact the Northampton Community College's Director, Library Services.

These courses can be combined with other NCC degree requirements to complete a General Studies AA. Students are able to transfer the General Studies AA to all the PASHHE universities to complete a bachelor's degree

**\*It is the student's responsibility to be knowledgeable of NCC graduation requirements and to verify transfer requirements with the 4-year institution. Courses listed on the program map are based upon the assumption that prerequisites and courses taken in previous semesters will be successfully completed**

**Program Narrative:**

The Library Technical Assistant Specialized Diploma prepares students to enter the workforce as paraprofessionals capable of working in a variety of libraries and information centers. This online program includes focus on research techniques, services for children, and management of small public libraries.

Library technical assistants support librarians with all aspects of running today's technologically-advanced libraries. They assist patrons, organize library materials and information, and handle circulation responsibilities. Library technical assistants work in public, school, special, and college and university libraries.

**Program Learning Outcomes:**

Identify the multiple functions of libraries and library services.

Summarize the role and history of libraries.

Use critical thinking skills to explore library services, resources, and the planning process.

Develop assessment skills for identifying, acquiring and organizing resource materials.

Identify and use key research tools to locate relevant information.

Evaluate information resources in both paper and electronic formats.

Use knowledge of current challenges facing libraries to deal effectively with issues such as censorship, funding, service limitations, and technology.

Develop skills in areas such as budget preparation, personnel, and facilities management to effectively manage a small library.

Assess and manage technology as it pertains to libraries and library services.

Use oral, written, and technological skills to communicate effectively with multiple stakeholders/audiences.

**Transfer Information:**

These courses are also accepted by Kutztown University towards the BA in Library Science.

**Career Information:**

This specialized diploma prepares students to become library paraprofessionals, working alongside librarians, assisting with all aspects of running a library. Various places of employment include public and school libraries, college and university libraries, and special libraries.

These courses are accepted by the Pennsylvania Department of Education for public library certifications:

"All public library directors in libraries receiving state aid are required to have a certification level based on the population of the service area of the library where they are employed. The certification levels are: library assistant, provisional librarian, and professional librarian. A library assistant has completed at least 2 academic years of college education and completed 9 credit hours of library science courses. A provisional librarian has at least a bachelor's degree from a 4-year college or university and has completed at least 12 credit hours of library science courses. A professional librarian has at least a bachelor's degree from a 4-year college or university and a master's degree in library science. More information about certification levels can be found in the Public Library Code." Office of Commonwealth Libraries, 2/26/2014