

**LIB K123**  
**Introduction to Library Technical Service**  
**Spring 2013 Thursday 6:30 – 9:15 Rm. D 230**

**Instructor:** Hali Keeler

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**Office hours by appointment. In addition, professor will be in classroom 30 minutes prior to class for informal meetings.**

Please include *Library Technical Services* in the subject line of any email you send me about this class:

I will respond as soon as possible, usually within 24 hours.

**Blackboard:** All lectures and assignments will be posted each week on Blackboard.

### **COURSE OBJECTIVES**

This course is designed to give students an understanding of the use of bibliographic tools, the skills to use them properly, and a basic knowledge of workflow in a technical processing department

### **COURSE GOALS**

Upon completion of the course, students should be able to:

- Identify purpose and functions of the technical services department
- Understand the structure of the technical services department
- Comprehend the concept of computerized library technical services and trends
- List the acquisitions procedures
- Comprehend the process of cataloging and classification
- List the serial procedures
- Understand the organization of government information
- Understand the preservation function
- Identify issues of time management, team building, and communication

**TEXTS:** Evans, G. Edward et al. Introduction to Technical Services. 8<sup>th</sup> ed. Libraries Unlimited, 2002.

Kao, Mary. Cataloging and Classification for Library Technicians. 2<sup>nd</sup> ed. Haworth Press, 2001.

**Secondary Sources:** Articles as assigned

### **Course Work and Assignments:**

This course will be a combination of lectures, readings, written assignments, exams and exercises. Students will be expected to complete each as well as participate in discussions and group exercises.

Information will be presented in a variety of formats, including but not limited to Black Board, Microsoft Word, and web pages. Students are expected to devote two hours each week outside of class time to complete activities and assignments.

**Course Policies:**

**Attendance:**

Attendance is mandatory. Unexcused absences, for which no arrangements are made to make up the work, will jeopardize your grade. Refer to the 2012-2013 college calendar for specific dates when the college will be closed or check the web page at <http://www.trctc.commnet.edu/> for the most current information.

**Other Course Requirements:**

Homework will consist of readings each week that enhances students' understanding of the role of the paraprofessional in library public service. Additional assignments may include answering textbook questions. During this semester you will be required to read 4 articles relating to the topics covered in this course, and write a summary/evaluation according to template. Homework assignments reinforce class work and provide an opportunity for students to enhance their knowledge of the topic and provide opportunities to explore topics of further interest.

**Dates and Penalties:** All work is due at the next class meeting unless otherwise specified. Work handed in late may impact the student's grade.

**College Withdrawal Policy:**

Students may withdraw, in writing at the Registrar's Office, for any reason until the end of the 10<sup>th</sup> week of classes. From the 11<sup>th</sup> week through the end of the 13<sup>th</sup> week, a student may withdraw with the signature of the instructor or advisor.

**Computer Use:** Written projects and assignments must be completed using a Microsoft Word or other word processing program, such as Google Docs. Internet access and an email address are required components of the class. TRCC Student emails are now assigned a college email address – instructions may be found on the Website in how to access.

Effective starting with the Spring 2011 semester, students have a quota of 500 pages per semester: Students can print up to 25 pages per job:

- Students cannot print multiple copies of a document
- Students can print a document to review and reprint the document
- Students will see a window displayed on every print request, which tells them the number of pages they are about to print and gives them the option of canceling or printing.

**Grading System & Policies:** All assignments must be completed on time to receive full credit. Permission to turn in an assignment late or to take a make-up exam must be obtained from the professor. Cheating or plagiarism is grounds for a failing grade. Each assignment is graded on a scale with 100 points as the maximum possible grade (100%).

The final grade will be determined by completion of all of the assignments and work assigned by the professor over the semester:

Homework and Class Participation	10%
Quizzes	15%
Articles	15%
Midterm Exam	20%
Final Exam	20%
Final Paper	20%

Grading Scale:

Grades	Equivalent	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F		0

Students needing assistance in writing, mathematics, language arts or general tutoring are encouraged to use the Tutoring and Academic Success Centers (TASC) offered at the college.

**Communications regarding closings, cancellations, and delays:**

In the event a decision is made to cancel or delay classes or to close school completely, this decision will be communicated in the following ways: *Radio and Television Announcements*; the *College's website* will also have announcements regarding any delays, cancellations or closings. *The myCommnet Alert Notification System* is a system that sends text messages and emails to anyone signed up in the event of a campus emergency: [http://www.trcc.comnet.edu/div\\_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html](http://www.trcc.comnet.edu/div_it/educationaltechnology/Tutorials/myCommNetAlert/MIR3.html)

## Syllabus

(Class Schedule is subject to change. Please keep current with any changes.)

- Week1            Introduction, Administration, Staffing  
Evans: Chapter 1, 2, 3
- For Next Class:  
*Assignment:* Please answer the following questions: *Chap. 1# 5*  
*Chap. 2# 1 & 2 Chap. 3# 1, 2, 6*  
*Homework:* Read Chapter 4 in text  
*Read article: Pew Research*
- Week 2            Technical Service: Tools and Issues  
Evans: Chapter 4
- For Next Class:  
*Homework:* Read Chapter 5  
*Assignment:* Review for quiz
- Week 3            Quiz; Acquisitions: Overview; verification; sources  
Evans: Chapter 5
- For Next Class:  
*Homework :* Read Chapter 6, 7  
*Assignment: bibliographic verification exercise*  
*Read sample collection development policies*  
*PDA article*
- Week 4            Acquisitions: Vendors; Print and Digital Materials  
Evans: Chapter 6, 7
- For Next Class:  
*Homework:* Read Chapters 9 and 11  
*Assignment:* Read Copyright Article  
*Article 1 Due*
- Week 5            Acquisitions: Serials (Print and Electronic) and Non-Book Materials;  
Copyright  
Evans: Chapter 9, 11
- For Next Class:  
*Homework:* Read Evans: chapter 10,12  
*Assignment:* Read Article FDLP  
Review for Quiz

Week 6 Quiz; Government Documents; Fiscal Management  
Evans: Chapter 10, 12

For Next Class:  
*Homework:* Review for Midterm  
*Article 2 Due*

Week 7 Midterm Exam

For Next Class:  
*Homework:* Kao: Chapter 2-4  
*Assignments :* Blackboard Web classes

*Spring Break---No Class*

Week 8 Cataloging : Overview  
Kao : Chapters 2-4

For Next Class:  
*Homework :* Kao: Chapter 5- 8  
*Article 3 Due*

Week 9 Cataloging : Overview : Continued  
Kao : Chapter 5-8

For Next Class:  
*Homework:* Kao: Chapter 9, Evans: Chapter 21

Week 10 Quiz- Cataloging  
Preparing materials for circulation  
Kao: Chapter 9, Evans: Chapter 21

For Next Class:  
*Homework:* <http://www.demco.com/goto?BOOKREPAIRVIDEO>  
<http://www.youtube.com/watch?v=zX1Eiz7rLwg>  
<http://www.dartmouth.edu/~library/preservation/repair/bookparts.html>

Week 11 Book Repair Workshop  
Bring a book needing repair to class

For Next Class:  
*Homework:* Web link CREW Manual  
<http://www.tsl.state.tx.us/ld/pubs/crew/crewmethod08.pdf>

Week 12 Weeding and Inventory  
*Article 4 due*

For Next Class:

*Homework:* [www.nedcc.org](http://www.nedcc.org): click to view

Preservation Leaflets: click here: Leaflets 2.1, 2,4,5,6/3.1,3,10/  
4.1,3

<http://www.ala.org/llama/sites/ala.org/llama/files/content/publications/LibrarySecurityGuide.pdf>

Week 13 Preservation and Security

**PAPERS DUE**

Week 14 Final exam

Using this template, please write an analysis of key ideas presented in *your article*.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Article Title:**

**Author(s):**

**Journal:**

**Date:**

**Volume or Issue:**

**Page(s):**

**Keywords that define the major topics of the article:** *(Examples: online reference service, library technology, library website, reference staff, etc.)*

**Introduction:** Write one or two sentences that introduce the topic. *(For example: "This article is about whether there will be a need for reference librarians when everyone is using the Internet.")*

**Abstract and Overview:** *(Short summary of the article no more than 100/150 words)*

**What did you learn from the article?**

**Are there points in the article with which you agree or disagree? Why?**

**What conclusions or implications do you feel are the most important?**

