LIBRARY AND INFORMATION TECHNOLOGY (LIBRA)

LIBRA 1101
Intro to Libraries & the Information Age
3 Credit Hours
Introduction to different types of libraries and the information industry. The role of the Library Technical Assistant (LTA) in all areas of the library profession is explored. An overview of basic library and information research methods and tools, both print and digital format is presented. (3 lecture hours)

LIBRA 1102
Introduction to Reference and Information Services
3 Credit Hours
Introduction to reference and information services for the Library Technical Assistant. Includes basic tools needed to answer directional and ready reference questions. Print and electronic resources, interview techniques, and virtual reference services are discussed. (3 lecture hours)
Prerequisite: LIBRA 1101 with a grade of C or better or consent of instructor.

LIBRA 1103
Acquisition of Library Materials
3 Credit Hours
Introduces the Library Technical Assistant to the process of how to acquire materials from the decision to obtain them to the time they are ready to be cataloged. Automation processes and techniques are incorporated. (3 lecture hours)
Prerequisite: LIBRA 1101 with a grade of C or better or consent of instructor.

LIBRA 1104
Essential Library Workplace Skills
3 Credit Hours
Overview of the skills necessary to communicate effectively with coworkers and the public, work in team settings, deal with a variety of personality types, resolve conflicts, and become an effective part of the library workforce. (3 lecture hours)

LIBRA 1105
Readers Advisory
3 Credit Hours
Introduces genres of literature and techniques for patron interaction. Topics include library collection analysis, display creation, bibliographic tool development and reading programs. (3 lecture hours)
Prerequisite: LIBRA 1101 or equivalent or consent of instructor.

LIBRA 1820
Selected Topics
3 Credit Hours
Addresses current issues in the field that necessitate a greater depth, broader scope or fuller assimilation of a particular area of study. (3 lecture hours)
Prerequisite: LIBRA 1101 or equivalent, or consent of instructor or program coordinator.

LIBRA 1840
Independent Study
1-4 Credit Hours
Exploration and analysis of topics within the discipline to meet individual student-defined course description, goals, objectives, topical outline and methods of evaluation in coordination with and approved by the instructor. This class may be taken four times for credit as long as different topics are selected. (1 to 4 lecture hours)
Prerequisite: Consent of instructor is required.

LIBRA 2100
Introduction to Cataloging and Classification
4 Credit Hours
The role of Library Technical Assistant (LTA) in descriptive and subject cataloging and processing of print and non-print materials. Emphasis is on the organization of information resources in print and non-print formats. Includes the philosophy, tools and techniques for performing cataloging. (4 lecture hours)
Prerequisite: LIBRA 1101 with a grade of C or better or consent of instructor.

LIBRA 2200
Serving the Public in Today's Libraries
4 Credit Hours
Role of the Library Technical Assistant (LTA) in serving the public including programming, creating displays, basic circulation desk duties, shelf maintenance, interlibrary loan activities, registering and effective interaction with patrons. Automated and online systems are emphasized. (4 lecture hours)
Prerequisite: LIBRA 1101 with a grade of C or better or consent of instructor.

LIBRA 2400
Library Technology
3 Credit Hours
Introduction to technology applications for library functions and services. (3 lecture hours)
Prerequisite: LIBRA 1101 or equivalent, or consent of instructor.

LIBRA 2600
Library Practicum
4 Credit Hours
Capstone course integrating the application of all course work in the Library Technology Program. Provides a forum for discussing issues related to working in the library field, guidance in searching for jobs, and instruction about how to create a professional portfolio. (2 lecture hours, 4 lab hours)
Prerequisite: LIBRA 1102, LIBRA 1103, LIBRA 1104, LIBRA 1105, LIBRA 1820, LIBRA 2100, LIBRA 2200, LIBRA 2300, and LIBRA 2400, all with a grade of C or better, and consent of instructor.

LIBRA 2860
Internship (Career & Technical Ed)
1-4 Credit Hours
Course requires participation in Career and Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. (5 to 20 lab hours)
Prerequisite: Consent of instructor and 2.0 cumulative grade point average, 12 semester credits earned in a related field of study, students work with Career Services staff to obtain approval of the internship by the dean from the academic discipline where the student is planning to earn credit.

LIBRA 2865 (LIBRA-PE1)
Internship Advanced (Career & Tech Ed)
1-4 Credit Hours
Continuation of Internship (Career and Technical Education). Course requires participation in Career & Technical Education work experience with onsite supervision. Internship learning objectives are developed by student and faculty member, with approval of employer, to provide appropriate work-based learning experiences. Credit is earned by working a minimum of 75 clock hours per semester credit hour, up to a maximum of four credits. (5 to 20 lab hours)
Prerequisite: Consent of instructor and 2.0 cumulative grade point average, 12 semester credits earned in a related field of study, students work with Career Services staff to obtain approval of the internship by the dean from the academic discipline where the student is planning to earn credit.