Wayne County Community College District

COURSE SYLLABUS

LBT 105   LIBRARY TECHNICAL SERVICES AND ACQUISITION

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:
Introduces basic tenets of descriptive and subject cataloging, Library of congress and Dewey Decimal classification systems. Provides practical skills necessary to catalog and classify a variety of materials in MARC format, using cataloging tools online. Discuss the various aspects of technical service operations in the context of overall library services.

PREREQUISITE:
n/a

EXPECTED COMPETENCIES:
Upon successful completion of this course, the student will be able to:
- Be conversant in the concepts and principles of subject determination, vocabulary control, and classification, and to understand the broader context in which these function.
- Acquire the ability to analyze information resources for subject content.
- Cite authorities and defend work in written and oral form.
- Explain the structure of print and non-print reference sources.
- Understand the breadth of reference services offered in libraries.
- Perform searches through the translation of search questions into queries that will utilize print and non-print resources.
- Understand how and when to use the internet as a reference tool.
- Identify the major reference sources used to answer reference questions.

ASSESSMENT METHODS:
Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:
90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E