



Fall 2020 - Class Number 71811 – ONLINE **

INSTRUCTOR:

Marlene G. Forney, Associate Professor / Systems Librarian

Email mforney@palomar.edu

* Office Hours –**By appointment** via Confer Now Zoom or alternate arrangements

** **when emailing me please include LT100 in the Subject line**

TEXTBOOKS FOR FALL 2020!

No Required textbooks. Readings will be assigned using these **two** textbooks. Students need **not** purchase the items. LT100 readings will be from:

[The Foundations of Library Services: an Introduction for Support Staff](#) by Hali R. Keeler, Rowman & Littlefield, 2016
and

[Libraries in the Information Age: an Introduction and Career Exploration](#), 3rd ed. by Denise K. Fourie and Nancy E. Loe, 2016.

These texts can be purchased or rented from the college bookstore and also from online booksellers such as [Amazon](#) or [Chegg Books](#). Digital copies of the Keeler and Fourie titles are also available from these online sellers.

COURSE DESCRIPTION

This course covers the role of Library/Media Technicians (LMTs) [more commonly known as Library Technicians] in meeting information needs of diverse communities served by the four major types of libraries. The history of libraries, principles of customer service and ethical issues faced by library workers are examined. Duties of LMTs in the areas of Access Services, Collection Services, Information Services, and Technical Services are reviewed in depth. Additional topics include: library funding; job searches, relationship with Librarians, library automation, digital services and continuing education.

STUDENT LEARNING OUTCOMES REQUIREMENTS

Upon completion of this course student will be able to:

- demonstrate understanding of the mission and goals of various types of libraries in contemporary society
- describe typical workplace duties for the job title of library/information technician and related job titles
- demonstrate the ability to locate, evaluate, and utilize information in various formats through use of library catalogs and or databases
- identify strategies for meeting the information needs of diverse library communities (e.g. people from different ethnic origins, with varying physical and emotional abilities, from various racial categories and from a range of socio-economic backgrounds)

Students are expected to complete all work as directed via modules on Canvas. This includes: reading written segments, viewing video clips, listening to audio files, participating in discussions and group projects (always posting and interacting respectfully with classmates) and completing all coursework in a timely manner. The most heavily weighted assignments are 2 reports of independent field trips to libraries in your area, an active learning Diversity assignment. Late submissions of assignments are accepted only at the Instructor's discretion. Grades for such will result in lost points, from 10-50 % according to the length of delay in submitting. Communicating via email should be done using the College student email system ([Outlook 365](#)) or by using the Canvas Inbox. **For emails, remember to include LT100 in the Subject line.**

COURSE GRADE WILL BE BASED ON THE FOLLOWING

Weekly Activities (weekly activities worth a total of 20 points over 15 weeks)	300 points
Substantive Assignments (worth 50 points each)	150 points
Library Visit Reports	200 points
Diversity Assignments	100 points
Research Project (2 part assignment) 30 points - Topic Proposal/Citation/Annotation submission 120 points - Research Paper/Presentation submission	150 points
Participation – points will be deducted if review of Canvas usage indicates minimal participation	100 points
Total Possible Points	1000 points

HELPFUL RESOURCES FOR STUDENT SUCCESS

Palomar’s Counseling Department has identified many attitudes, habits and strategies that help students succeed academically. Visit their Student Success Tips page for additional help on completing your courses successfully.

<http://www2.palomar.edu/pages/counseling/success/>

In addition you can schedule online appointments with Palomar Counselors.

<https://www2.palomar.edu/pages/counseling/programspecific/online/>

Tutoring help is available specifically for online students

<https://www2.palomar.edu/pages/onlinetutoring/>

Students needing accommodation to optimize their learning, due to physical or emotional challenges, should contact the Disability Resource Center at <http://www2.palomar.edu/pages/drc/>

RESOURCES FOR TECHNOLOGY HELP

-student Palomar Canvas questions

<https://www2.palomar.edu/pages/atrc/canvas/canvas-information-students/>

-student help directly from the Canvas Student Guide pages

<https://community.canvaslms.com/docs/DOC-10701>

<https://guides.instructure.com/m/4212>

-understanding course materials and assignment instructions

contact me, your Instructor (**Marlene Forney**) by email (mforney@palomar.edu) or telephone (760.744.1150 ext. 3695)

Dates and Penalties:

If a student processes a drop during the first four weeks of a full semester no grade will be assigned and no notation will appear on the student’s permanent record. Between the fourth week and the eighth week of a full semester a student may process a drop at his or her discretion and receive a withdrawal (W grade). After the eighth week of a full semester course only evaluative (A, B, C, D, F, FW) or Incomplete (I) grades shall be assigned.

All students are expected to participate in classes. Failure to complete assignments can result in an “F” or “FW” grade, unless the student executes a drop within the time periods indicated above.

Refer to the 2020-2021 college [Academic calendar](#) for specific dates or check the web page below for the most current information. <http://www2.palomar.edu/pages/enrollmentservices/calendars/>

Academic Dishonesty and Code of Conduct Violations: Cheating, plagiarism and disruptive behavior (including inappropriate language and/or internet use) are grounds for expulsion from the class or a failing grade. For more specific information, the College provides guidelines about behavior in the [Standards of](#)

Student Conduct (commonly referred to as the *Code of Conduct*)

<https://www2.palomar.edu/pages/studentaffairs/files/2017/12/Standards-of-Student-Conduct-AP5500.pdf>

and addresses academic dishonesty in the *Statement on Academic Integrity*.

<https://www2.palomar.edu/pages/studentaffairs/home/policies/academic-integrity/>

Student Rights/ Privacy of Student Records

Students' educational records are protected by federal statute. They may not be shared with anyone other than the individual student except as outlined in *The Family Educational Rights and Privacy Act (FERPA)*.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The rights of students are also detailed in Section 76230 of the California Education Code.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=76232.

In addition Palomar College has strict guidelines about use of data gathered from webpage sites.

<https://www2.palomar.edu/pages/about/privacy-policy/>

Details on how Enrollment Services, the Records Office and others with responsibility for student records comply with these regulations can be found at:

<https://www2.palomar.edu/pages/enrollmentservices/student-rightsprivacy-student-records/>

If you do not want the College to provide any directory information without your written consent, please notify the Records Office, in writing within thirty (30) days of the start of each semester.

All the documents above (pertaining to honesty, conduct and privacy) are available in the Palomar College Catalog. <https://www2.palomar.edu/pages/catalog/2020-2021-catalog/>

	Content
Week 1	Library Mission, Library Services Today, History of Libraries (Chap 1 – Keeler; Chap. 2- Fourie)
Week 2	Library Issues, Copyright, Ethics & Censorship (Chap 8 – Fourie; Chap. 13 & 14 - Keller)
Week 3	School libraries & Academic libraries (Chap 8 & 15 – Keeler; Chap 3 – Fourie: p.60-80)
Week 4	Reference & Library Instruction - Public Services (Chap. 7 – Fourie; Chap. 5- Keller)
Week 5	Collection Development, Acquisitions, Library Vendors - Technical Services & Collection Services (Chap. 4 – Fourie; Chap. 2 - Keller)
Week 6	Public Libraries & Special Libraries (Chap. 3 – Fourie: p.45-60; p.81-99)
Week 7	Circulation, Reserves (Chap. 6 – Fourie)
Week 8	ILL - Access Services (Chap 4, 5 & 6 - Keller)
Week 9	Users, the Heart of the Matter – Public Services (Chap 7 - Keeler) Research project help session w/Instructor
Week 10	Serving Special Populations (Chap 9 & 10)
Week 11	Customer Service (Chap 11 & 12)
Week 12	Library Job Search Resumes/ cover letters/ interviews; (Chap. 9 – Fourie)
Week 13	More About Libraries & Library Buildings (Chap 10 – Fourie)
Week 14	New Now in Libraries
Holiday	Thanksgiving Week – NO CLASS
Week 15	More About Libraries
Week 16	Wrapping Up by Going Back to the Beginning – Library Mission