ROSE STATE COLLEGE

Division Course Syllabus

<table>
<thead>
<tr>
<th>Division</th>
<th>Humanities</th>
<th>Course Prefix and Number</th>
<th>LTA 1313</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Introduction to Library Public Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester and Year Submitted</td>
<td>Spring 2016</td>
<td>Credit Hours</td>
<td>3</td>
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<tr>
<td>Prepared by</td>
<td>Melissa Huffman</td>
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<tr>
<td>Hours Per Week</td>
<td>Class 3 Lab 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Description (as it appears in Catalog)

This course is designed to familiarize the student with the programs and materials available to libraries and virtual libraries which serve the needs of library patrons. This course includes coverage of library terminology, general library organization, patron interaction, materials and resources, information and referral, interlibrary loan and circulation. This course is delivered only via the internet.

Prerequisites NONE

Text (s):

Title  Introduction of Library Public Services

Author  Evans, G. Edward; Amodeo, Anthony, Carter, Thomas

Publisher Libraries Unlimited, Inc.

Copyright Date 2008, 7th Edition

ISBN# 978-1591585961

Reading Level

Supplemental Materials: (other books, audio visual aids, etc.)

Instructor-prepared materials, audio cassette lecture tapes, multimedia presentations
RATIONALE:

LTA 1313 is designed to provide the student with an understanding of the different types of libraries and their functions. The student should also acquire an understanding and awareness of the role of the Library Technical Assistant in library user assistance such as answering directional questions, assisting with factual questions that can be answered with a limited number of reference tools, and providing assistance to the library patrons in use of special equipment.

EXPECTED OUTCOMES:

The student should be able to:

1. Explain the contribution of the Library Technical Assistant to the proper functioning of a library.
2. Define many of the terms used in library work.
3. Differentiate among different types of libraries, their purpose and management.
4. Demonstrate a knowledge of the kinds of materials libraries house and disseminate.
5. List and describe the functions common to all libraries.
6. Describe the meaning of public service to the library user.
7. Describe and demonstrate the use of basic reference tools.
8. Describe information systems available to a user which are outside of the library.
9. Define the functions of a circulation system and describe representative systems.
10. Assist in orienting users to their particular libraries.
11. Assist users in locating pertinent audio-visual materials and help them operate the machinery.
12. Be aware of their potential for service to special segments of the population—the disadvantaged, handicapped, homebound, etc.

METHODS OF INSTRUCTION:

Instructional methods may include lecture, class discussion, multimedia presentations, interviews, guest lecturers, exams, student reports and library work.
ASSESSMENT:

Student evaluation may include the following: exams and quizzes, reports (oral and/or written), library research exercises. The importance of class attendance may vary with individual instructors and should be explained at the beginning of the course.

LEARNING OBJECTIVES:

UNIT I (Outcome 1)
The material in this unit gives the student some general information about Library Technical Assistants, what the course will be like and what the course content is.

Introduction
A. Information about the LTA Program
B. Information about the class
C. Outline of the course
D. The library technical assistant

UNIT II (Outcomes 1-5)
At the end of this unit, students will be able to discuss and describe general information about libraries.

A. Library terminology
B. The purpose of libraries
C. Types of libraries and their management structure
   1. Public Libraries
   2. School Libraries and/or media centers
   3. Academic libraries
   4. Special libraries
D. Types of public service to users
E. Types of technical service
F. Common organization of most libraries and how each department influences the others
G. Library materials
H. Library equipment
I. Library organizations

UNIT III (Outcome 6)
At the end of this unit, students will be able to describe LTA/User interface.

A. User characteristics
B. Methods of answering questions
C. Failures in answering questions properly
UNIT IV (Outcomes 7-8)
At the end of this unit, students will be able to describe and demonstrate the use of reference works.

A. Reference as a library service
   1. Types of reference works
   2. Direct and indirect reference services
   3. Reference guides

B. Basic reference tools
   1. Card catalog
   2. Dictionaries
   3. Indexes
   4. Yearbooks and almanacs
   5. Handbooks and manuals
   6. Biographies
   7. Directories
   8. Current sources
   9. Maps, atlases, gazetteers
   10. Bibliographies
   11. Encyclopedias
   12. Other

C. Reference sources outside the library
   1. Interlibrary loan
   2. Oklahoma Teletype Information System (OTIS)
   3. Information and referral
   4. National information network

UNIT V (Outcome 9)
At the end of this unit, students will be able to define and describe circulation.

A. Circulation functions
B. Features of a circulation control system
C. Policies and regulations
D. Representative systems

UNIT VI (Outcomes 10-12)
At the end of this unit, students will be able to provide specialized information services.

A. Library instruction programs
B. Selective dissemination of information
C. Services to special segments of the population
   1. Disadvantaged
   2. Handicapped
   3. Homebound