ROSE STATE COLLEGE

Division Course Syllabus

<table>
<thead>
<tr>
<th>Division</th>
<th>Humanities</th>
<th>Course Prefix and Number</th>
<th>LTA 1333</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Technology in Libraries</td>
<td>Semester and Year Submitted</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>Prepared by</td>
<td>Melissa Huffman</td>
<td>Credit Hours</td>
<td>3</td>
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<tr>
<td>Hours Per Week:</td>
<td>Class 3</td>
<td>Lab 0</td>
<td></td>
</tr>
</tbody>
</table>

Course Description (as it appears in Catalog)

This course is designed to acquaint the student with current and emerging technological resources in the library field. It will cover usage and set-up of a variety of devices used to present audio, visual, digital and other non-print resources to library users and library staff. It will include basic procedures for evaluating and maintaining those devices, both hardware and software, including accessibility hardware and software. Ways to use these resources in normal library activities will be addressed. It will also acquaint the student with ways to keep updated with advances in the field. This course is delivered only via the internet.

Prerequisites  NONE

Text (s):  Title  NONE

Author  NONE

Publisher  NONE

Copyright Date  NONE

ISBN#  NONE

Reading Level  NONE

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

Instructor-prepared materials, video and other multimedia presentations.

NOTE:  This class is designed to be taught over the Internet.
RATIONALE:

LTA 1333 is designed to provide the student with the information he/she will need to select, maintain, and use non-print media and equipment. As more libraries use non-print media as important information sources, the Library technician’s job often involves setting up programs, maintaining hardware and software, and presenting films or other media to the community.

EXPECTED OUTCOMES:

The student should be able to:

1. Describe the major areas of technology advances and services offered by libraries.
2. For any given piece of media equipment or computer, identify the basic machine parts and controls, and describe the function of each.
3. Care for and maintain technological equipment.
4. Select and acquire nonprint media and software.
5. Create a library record for the material, using a standard format.
6. Physically process nonprint material.
7. Understand the principles of making non print material available for use and providing timely material.
8. Identify the principles of good design.
9. Explain the contribution of the Library Technical Assistant to the proper functioning of a library.

METHODS OF INSTRUCTION:

Instructional methods may include lecture, class discussion, multimedia presentations, interviews, guest lectures, 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.

COURSE CONTENT OUTLINE:

Unit I (Outcome 9)
The material in this unit gives the student some general information about Library Technical Assistants, and what the course will be like.

Introduction
A. Information about the LTA Program
B. Information about the class/outline of the course
Unit II (Outcome 1)
At the end of this unit students will be able to describe and use hardware, software, and audiovisual equipment in libraries.
A. School libraries/media centers
B. Academic libraries
C. Special libraries
D. Public libraries

Unit III (Outcomes 2-3)
At the end of this unit, students will be able to identify and describe the function of audiovisual hardware and software and the physical conditions necessary for use.

A. Hardware
   Older resources:
   1. Projectors: film, video, overhead
   2. Microform reader/printer
   3. Audio Recording and playing equipment
   4. Cameras

B. Software
   1. Slides
   2. Film
   3. Microfilm
   4. Microfiche
   5. Records (phonodiscs)
   6. Audio resources
   7. Video Resources

C. Physical conditions for use
   1. Room facilities
      a. size
      b. shape
      c. intended use
         1. large group
         2. small group
         3. individual
      d. equipment
         1. fixed
         2. portable
   2. Physical conditions
      a. temperature
      b. ventilation
      c. light control
      d. acoustical control
Unit IV (Outcome 4)
At the end of this unit, students will be able to discuss the selection and acquisition of audiovisual materials.

A. Selection
   1. Sources of materials
      a. Purchase
      b. Rental
      c. Loan
   2. Sources of equipment
   3. Selection policies

B. Acquisition
   1. Bibliographic
   2. In-house searching
   3. Ordering
   4. Receiving

Unit V (Outcomes 5-6)
At the end of this unit, students will be able to organize and process audiovisual materials.

A. Cataloging
   1. Main entry
   2. Body of the record
   3. Notes
   4. Tracing

B. Physical preparation of materials
C. Commercial processing sources and services
D. Materials storage

Unit VI (Outcome 7)
At the end of this unit, students will be able to assist with circulation/inventory/weeding of audiovisual materials.

A. Circulation
   1. Scheduling hardware use
   2. Software circulation

B. Inventory procedures
   1. Inventory procedures
   2. Replacement policies

C. Weeding
   1. Outdated material
   2. Damaged material
Unit VII (Outcome 8)
At the end of this unit, students will be able to identify principles of audiovisual production.

A. Design principles
   1. Legibility
   2. Simplicity
   3. Emphasis
B. Production equipment
C. Use of produced media in libraries
   1. Orientation
   2. Publicity