

# LIBRARY TECHNOLOGY CERTIFICATE

**Program code:** LBTC-CC

**Location:** Three Rivers

## Program Description

This certificate program is a 27- credit online, asynchronous program recognized by the American Library Association, and is the only one of its kind in New England. The American Library Association-Allied Professional Association (ALA-APA) has recognized this program as an approved provider of library technology courses for the Library Support Staff Certification awarded by ALA. The program of study ensures that students gain the knowledge required for successful employment in 21st century libraries. With 100% of its courses online, scheduling is flexible. The library technology certificate is a perfect program for anyone who wants to start a career as library staff involved in library support and operations, or to broadening their library technology knowledge and skills. While it does not prepare individuals for all levels of employment that require a graduate degree in library science, our graduates are well prepared to demonstrate support staff competencies and perform a wide range of library services. Our certificate is highly regarded in the library community.

## Learning Outcomes

Upon successful completion of all requirements, graduates will be able to:

1. explain the mission of libraries, departments and services of libraries, and basic library policies.
2. demonstrate good customer service and communication skills.
3. recognize and explain common library terminology.
4. apply knowledge of basic technology skills (including online computer automation systems; word processing, email, Internet and other productivity software; and internet and database searching techniques) to assist patrons in a rapidly changing technological environment.
5. explain basic reference and information resources and referral procedures.
6. explain basic library classification systems and use them to catalog and retrieve materials.
7. demonstrate appropriate methods and techniques for material processing, storage, and preservation.

## Certification

The Library Support Staff Certification Program (LSSC) from the American Library Association - Allied Professional Association (ALA-APA) (<https://ala-apa.org/lssc/approved-courses/approved-course-providers/>) recognizes CT State Three Rivers as one of the few national academic providers of approved Library Technology courses for support staff.

## Certificate Requirements

Code	Title	Credits
<b>Required Courses</b>		
ENG 1010	Composition	3

LIBR 1001	Introduction to Library Public Services	3
LIBR 1004	Introduction to Reference Services	3
LIBR 1016	Cataloging and Classification	3
LIBR 1023	Introduction to Library Technology Services	3
LIBR 1025	Digital Media	3
LIBR 1027	Management and Teamwork	3
LIBR 2001	Digital Information and Technology	3
Choose one of the following:		3
LIBR 1020	Library Youth Services	
LIBR 2095	Supervised Field Placement <sup>1</sup>	
<b>Total Credits</b>		<b>27</b>

<sup>1</sup> Required for students without library employment experience