



COURAGE • LOVE • RESPECT

CREDENDA

VIRTUAL HIGH SCHOOL & COLLEGE



Library Technician CERTIFICATE

Program Description

The Library Technician program helps clerical staff in schools and public libraries acquire knowledge and develop necessary basic skills to fulfill library duties. Being currently employed, or working as a volunteer, in a library is required for course enrollment. The program has eight courses. Once you have successfully completed the required seven library courses and the computer course, Internet: Technological Edge in Business and Education, or its equivalent, you may apply for a Library Technician Certificate.

Program Overview

Credenda Virtual College is offering the Library Technician Certificate program via the internet with live interactive lessons so you can stay in your community. The certificate program is comprised of eight courses, with six of the courses approximately eight weeks long, and the two longer cataloguing classes sixteen weeks long. The classes will take place one evening a week, allowing you to retain employment during the day and still work towards your education goals. Program length is about two years.

Year 1 Cost:

6 Courses x \$525	\$3,150
Application fee	\$65
Program access fee	\$50
Total	\$ 3,265

Year 2 Cost:

2 Courses x \$1,050	\$2,100
Program access fee	\$50
Graduation fee	\$50
Total	\$2,200

Please note: All costs are approximate and subject to change.



PROGRAM COURSE LIST

- COMP 1000 The Internet: Technological Edge in Business and Education
- LIBR 1026 Introduction to Libraries
- LIBR 1015 Children's and Young Adult Literature
- LIBR 1029 Introduction to Reference
- LIBR 1018 Collection Development
- COMM 1044 Business Communications
- LIBR 1020 Descriptive & Derivative Techniques
- LIBR 2013 Bibliographic Database Management

Please go to our website, www.credenda.net/college/programs to view class registration dates and schedules.

Library Technician Certificate



COMP 1000 The Internet: Technological Edge in Business and Education **\$525**

Experience the theory, tools, and resources used in the Internet environment. Learn what the Internet has to offer and develop the knowledge to access information databases.

LIBR 1026 Introduction to Libraries **\$525**

This course is an introduction to various types of libraries, their organization, purpose, function and services. You are introduced to library terminology and are taught skills in the use of libraries. You acquire skills in basic library procedures such as simple book repair, materials processing, shelving and all aspects of circulation. Procedural variations according to type of library are also covered. You visit a variety of libraries. Levels of library employees are studied with particular emphasis on the role and duties of library technicians. The importance of professional associations is covered.

LIBR 1015 Children's and Young Adult Literature **\$525**

This course is designed to cover the many aspects of children's and young adult literature to aid you in the choice and recommendation of books. The practicum includes storytelling, read aloud, and book talking. Special emphasis is on contemporary, intermediate, and young adult literature and Canadian writers. You also learn to write book reviews.

LIBR 1029 Introduction to Reference **\$525**

You are introduced to the reference process with emphasis on both print and electronic sources used to answer ready reference questions. Types of sources include encyclopedias, dictionaries, directories, almanacs, periodical indexes, yearbooks and bibliographies. You learn how to conduct a reference interview. Basic bibliographic instruction and the creation of subject bibliographies and pathfinders are covered. You learn interlibrary loan procedures and other methods of document delivery. Specialized services in various types of libraries are discussed.

LIBR 1018 Collection Development **\$525**

This course covers basic techniques in collection development, community analysis, needs assessment and collection development policy. You learn selection, verification, ordering and receiving procedures for books, serials, French and foreign language materials, pamphlets and government publications. Acquisitions procedures for handling gifts and exchanges and weeding are also covered. You learn to create and maintain vertical files. You examine the organization and function of the acquisitions department and its automation.

COMM 1044 Business Communications **\$525**

You will learn the techniques and processes involved in writing and speaking effectively for business. You will learn to apply the direct pattern to business correspondence. Also, you will develop report presentation skills by writing reports and then adapting them for effective oral presentation. Finally, you will learn to conduct and participate in meetings. Competent language usage will be emphasized throughout the course, as will individual and group work.

LIBR 1020 Descriptive & Derivative Techniques **\$1,050**

An introduction to descriptive cataloguing and procedures for acquiring cataloguing copy.

LIBR 2013 Bibliographic Database Management **\$1,050**

This course is a general introduction to all aspects of subject cataloguing. You will acquire skills in assigning Library of Congress Subject Headings (LCSH), Library of Congress Subject Headings for Children (AC), and Canadian Subject Headings (CSH). You are also exposed to differences between Sears Subject Headings and LCSH. Cross-references and authority records are covered. Other specialized indexing is briefly covered. You learn to create call numbers using the Library of Congress and Dewey Decimal Classification schemes and LC and Cutter-Sanborn book numbers.

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