Department:

Library Science

Course Description:

This course will cover how libraries operate, the different divisions within libraries, what jobs are in each division, and how a library functions as a whole in terms of these divisions, including definitions of staff responsibilities and roles. The principles and values of the library community, the Library Bill of Rights, and the Code of Ethics for libraries will be discussed. Also covered will be a brief history of libraries, the different types of libraries, organizations that serve libraries, and a general overview of theory in terms of library and information services.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Explain the basics of how libraries operate.
2. Describe the different types of libraries and explain whom each type serves.
3. List staff positions in a library and describe the responsibilities pertaining to each position.
4. Describe and explain the purpose and significance of the Library Bill of Rights and Code of Ethics.
5. Discuss and explain the basic theory of library and information services.
6. List the organizations that both facilitate and serve libraries.

Course Content:

A. History of libraries
   1. Ancient
   2. International
   3. National
B. How libraries operate
   1. Libraries more than just collections of books
   2. Library networks nationwide and worldwide
   3. Library organization
      a. Call numbers
      b. Bibliographic systems
   4. Staff organization
      a. Librarians
      b. Staff members
      c. Jobs and job descriptions
      d. Public Interaction
C. Types of libraries
1. Public
2. Academic
   a. College
   b. School (K-12)
3. Other types
   a. Business
   b. Medical
   c. Law
   d. Entertainment
   e. Research

D. Code of Ethics and the Library Bill of Rights
E. Theories of Library and Information Services

Learning Assessments:

Course competencies will be assessed by use of class assignments, reading assignments, library assignments, papers, and exams.

Instructional Materials:

ISBN 13-978-1856048101


Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.