Department:

Library Science

Course Description:

This course provides an introduction to the technology used in libraries and will focus on operating systems, hardware, and software. The course will examine Internet use and its history pertaining to libraries, as well as using search engines and developing policies for e-mail and Internet use in libraries. The course will also cover bibliographic information and additional integrated library systems.

Course Competencies:

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

1. Describe the basic technology used in the majority of library systems today.
2. Use different types of operating systems.
3. Explain how the Internet and its history pertains to libraries.
4. Effectively use different search engines.
5. Explain the basics of bibliographic control and information storage.
6. Explain the basics of Machine-Readable Cataloging (MARC) systems and metadata.

Course Content:

A. Introduction to library technology
   1. Operating systems
   2. Hardware and software
   3. Databases
B. The Internet
   1. History of library use
   2. Searching
   3. Reference
   4. Patron use rules
C. Bibliographic information
   1. Storage
   2. Authority control
   3. MARC systems
   4. Collections
   5. Metadata
D. Integrated library systems
Learning Assessments:

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

Instructional Materials:


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.