Department:

Library Science

Course Description:

This course will provide an introduction to the different types of technical services within libraries. The course will cover collection development and acquisitions, serials, interlibrary loan and document delivery, cataloging, circulation functions including reserves, circulation systems, confidentiality of records, statistics, non-circulation collections, stacks maintenance, copyright and plagiarism, special collections, and preservation. Information will also be given on storage and handling, disaster prevention, collection preservation programs, and materials preparation and repair.

Course Competencies:

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

1. Identify the technical services in libraries and describe their purposes.
2. Discuss collection development, interlibrary loan, and document delivery.
3. Explain the purpose and functions of circulation.
4. Explain the importance and basics of stacks maintenance.
5. Explain the basics of storage, handling, and disaster prevention.
6. Describe the basics of collection preservation and materials preparation and repair.

Course Content:

A. Technical Services
   1. Defined and different types
   2. Collection development and acquisitions.
      a. Purpose
      b. Job descriptions
   3. Serials
      a. Purpose
      b. Job descriptions
   4. Cataloging
      a. Purpose
      b. Job descriptions
      c. Types of cataloging
   5. Circulation
      a. Stacks management
      b. Reserves

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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.