

MISSION: How does the Library Technology program meet the District's mission and established core competencies? Does the Library Technology program reflect the District's diversity?

a)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
This program conforms to the District mission to provide career education and associate degree courses in the area of library technology.	5/31/09	JT	C						
b)				Impact					
The faculty should regularly review other Library Technology programs in the area as to mission, size, scope and distance education programs, in an attempt to keep our program current and competitive.	5/31/09	TG;LT Com.	C						

NEED: How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

c)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
The faculty should survey current and past students each semester, so that they can more accurately determine job placement and promotion during and following completion of the program. SEE APPENDIX B.	5/31/09	All Faculty	I						
The department is encouraged to work with the recruitment office in such activities as Career Day to bolster enrollment in the program.	Fall 09	BR; KP	I						

The department should investigate participation in the new Citrus Service-Learning program to place students in short term internships with libraries to acquire on-the-job experience.	Fall 09	BR	C						
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QUALITY: Are lec/lab unit values appropriate? Have the course outlines been reviewed/updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Where is the program in the SLOA cycle? Are course pre-requisites and co-requisites validated?

a)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
Faculty should continue to maintain currency in the field through such staff development activities as conference attendance, continuing education classes, individual study, flex day programs, and retreats.	01/09	BR,KP,KH, SP,MA	C						Staff Dev. \$
New faculty should represent the diversity of the communities that libraries serve.	01/09	JT	N/A						
The faculty should evaluate course materials for sensitivity to diversity.	01/09	BR,KH,KP, MA,SP	I						
All adjunct faculty should be included in staff development and planning activities.	01/09	JT	C						Staff Dev. \$
The Faculty should regularly maintain and update the web pages for the Library Technology Program.	01/09	KH, KP	C						
All instructors should continue to take advantage of any course technology programs (e.g. Blackboard) made available by the District.	01/09	BR,KH,KP, MA,SP	C						
The Faculty should keep the curriculum relevant to the needs of local employers by considering the suggestions of the Library Technology Program Advisory Committee	5/31/09	LT Com	C						

FEASIBILITY: Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

Because of the importance of computer technology in the teaching of the Library Technology programs: a)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
the library should acquire more electronic resources	01/09	JT	C						
the campus should hire more staff trained to load, operate, and trouble-shoot that technology	01/09	TecS	C						
library staff who could handle the lower level problems should be trained and authorized to support the library's technology	01/09	JT/TecS	N/A						
MIS should have an adequate number of technicians to handle all of the college's technology support needs.	01/09	TecS	N/A						

COMPLIANCE: Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

a)				Impact					
Action/Activities	Target Date	Person Responsible	Status	FNIC	Facilities	Soft-ware	Equip-ment	Other Personnel	Other
LIBT 103, Library Support Services, should be dropped from the college catalog.	Fall 09	BR	C						
Library faculty need to review all courses and restructure them to address the need for specific student learning outcomes which meet core competencies.	01/09	BR,KP,SP, KH,MA	C						--

APPENDIX A

SOUTHERN CALIFORNIA LIBRARY TECHNOLOGY PROGRAMS

SCHOOL: CITRUS COLLEGE <http://info.citruscollege.com/Library/librarytech/index.htm>

PROGRAM: Library Technology

CONTACT: John R. Thompson

ADDRESS: 1000 W. Foothill

CITY, STATE: Glendora, CA 91741-1899

TELEPHONE: 626-914-8643

FAX: 626-963-2531

E-MAIL: jthompson@citrus.cc.ca.us

DEGREE/CERT: AA & Certificate in Library Technology

SCHOOL: COLLEGE OF THE CANYONS

PROGRAM: Library-Media Technology <http://www.coc.cc.ca.us/departments/LMT/>

CONTACT: Leslie Bretall, Coordinator

ADDRESS: 26455 Rockwell Cyn. Rd.

CITY, STATE: Santa Clarita, California, 91355

TELEPHONE: 661-362-6662

FAX: 661-291-1256

E-MAIL: bretall_l@mail.coc.cc.ca.us

DEGREE/CERT: A.A. and Certificate in Library/Media Technology

SCHOOL: CUESTA COLLEGE

Status key: C: Completed I: Incomplete N/A: No longer applicable P: Pending (not yet undertaken)

ANNUAL PROGRAM REVIEW Worksheet for Library Technology 04-05

Year: 2008 – 2009

PROGRAM: Library/Information Technology Program <http://library.cuesta.cc.ca.us/libinf/index.htm>

CONTACT: Dr. David Dowell

ADDRESS: Route 1

CITY, STATE: San Luis Obispo, CA 93403-8106

TELEPHONE: (805) 546-3159

FAX: 805-546-3109

E-MAIL: ddowell@cuesta.edu

DEGREE/CERT: AS & Certificate in Library/Information Technology

NOTE: Offers distance education option

SCHOOL: PALOMAR COLLEGE

PROGRAM: Library Technology Program <http://www.palomar.edu/library/libtech/>

CONTACT: Judy J. Cater, Library Department Chair

ADDRESS: 1140 West Mission Road

CITY, STATE: San Marcos, CA 92069-1487

TELEPHONE: (760) 744-1150 x2666 or 2618

FAX: 760-761-3500

E-MAIL: jcaters@palomar.edu

DEGREE/CERT: Certificate, AA, Library Technology

SCHOOL: PASADENA CITY COLLEGE

PROGRAM: Library Technician Program <http://www.paccd.cc.ca.us/library/ltprogram.html>

CONTACT: Joanne Kim, Program Coordinator; Mary Ann Laun, Library Director

ADDRESS: Pasadena City College, 1570 E. Colorado Blvd.

CITY, STATE: Pasadena, CA 91106

Status key: C: Completed I: Incomplete N/A: No longer applicable P: Pending (not yet undertaken)

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ANNUAL PROGRAM REVIEW Worksheet for **Library Technology 04-05**

Year: 2008 – 2009

TELEPHONE: (626) 585-7837 (Joanne Kim) (626) 585-7833 (Mary Ann Laun)

DEGREE/CERT: Certificate Program in Library Technology

SCHOOL: SANTA ANA COLLEGE

PROGRAM: Library Technology Program http://www.sac.edu/students/library/nealley/lib_tech/

CONTACT: Yolanda Garcia, Library Technology Program Chair

ADDRESS: Nealley Library, 1530 W. 17th St.

CITY, STATE: Santa Ana, CA 92706-3398

TELEPHONE: 714-564-6717

FAX: 714-564-6729

E-MAIL: garcia_yolanda@sac.edu

DEGREE/CERT: AA and Certificate in Library Technology

SCHOOL: SAN BERNARDINO VALLEY COLLEGE

PROGRAM: Library Technology <http://lr.valley.sbccd.cc.ca.us/libtech.htm>

CONTACT: Robin Calote, Dean, Academic Advancement & Learning Resources

ADDRESS: 701 S. Mount Vernon Ave.

CITY, STATE: San Bernardino, CA 92410-2478

TELEPHONE: 909-888-6511, ext. 1628

FAX: 909-381-4604

DEGREE/CERT: Associate of Arts, Library Science; Certificate, Library Technology

Source: COLT, <http://colt.ucr.edu/ltprograms.html>

California Library Media Teacher Credentialing Programs.

California State University Long Beach Lesley Farmer, Coordinator

(562) 985-4509 lfarmer@csulb.edu

Azusa Pacific University LMT Program Maria Pacino, Director. MPacino@apu.edu

Source: *California School Library Association website:* <http://lime.forest.net/schoollibrary/FMPro?-db=csla.fp5&-lay=newslayout&-format=cslalist.htm&placement=Credentialing&-max=900&-find>

APPENDIX B

Date: _____

**CITRUS COLLEGE LIBRARY TECHNOLOGY PROGRAM
SURVEY OF LIBRARY TECHNOLOGY STUDENTS: CURRENT AND PAST**

1. Did you have experience working in a library prior to enrolling in the Library Certificate Program at Citrus? Yes / No
2. Are you currently working or volunteering in a library? Yes / No
3. Was, or is, your library a:
 - a) school library
 - b) public library
 - c) college/university library
 - d) special library?
 - e) not applicable
4. What was, or is, your job title(s)? _____ or Not Applicable
5. Please rate the classes in the library technology certificate program in preparing you for working in a library on a scale of 1-10, where 1=not useful and 10=very useful. NA=Not Applicable (for courses you have not taken).

a.	Acquisitions	1.....2....3....4....5....6....7....8....9....10....NA
b.	Audiovisual	1.....2....3....4....5....6....7....8....9....10....NA
c.	Cataloging	1.....2....3....4....5....6....7....8....9....10....NA
d.	Children's	1.....2....3....4....5....6....7....8....9....10....NA

Status key: C: Completed I: Incomplete N/A: No longer applicable P: Pending (not yet undertaken)

e. Library Research 1.....2....3....4....5....6....7....8....9....10....NA

f. Public Service 1.....2....3....4....5....6....7....8....9....10....NA

6. Are there other classes you wish were available? Yes / No

7. Which ones? Please explain.

8. To help us build a better program, please offer any comments about the program or classes.

APPENDIX C

Source: <http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/>

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Library Technicians

in California

Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelve books; remove or repair damaged books; register patrons; check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Include bookmobile drivers who operate bookmobiles or light trucks that pull trailers to specific locations on a predetermined schedule and assist with providing services in mobile libraries.

View a [Career Video](#) for this occupation from America's Career InfoNet

Occupational Wages [\[Top\]](#)

Area	Year	Period	Hourly Mean	Hourly Entry Level	Hourly Experience Level
California	2004	Annual	\$15.53	\$10.26	\$18.16

[Get More Info \(Data Library\)](#)

Occupational Projections of Employment (also called "Outlook" or "Demand") [\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
California	2002 - 2012	12,400	15,200	2,800	22.6	740

[Get More Info \(Data Library\)](#)

Search for Job Openings

[\[Top\]](#)

AJB job openings

Enter a Zip Code Find a Zip code in California

Within miles of Zip Code.

Data for California not available for Possible Licenses Required and Issuing Authority.

Training Programs (click on Title for more information)

[\[Top\]](#)

Program Title

[Administrative Assistant and Secretarial Science, General](#)

[General Office Occupations and Clerical Services](#)

[Library Assistant/Technician](#)

ONET Skills and Tasks

[\[Top\]](#)

Skill	Importance	Competence Level
Information Gathering	76	51
Information Organization	84	57
Reading Comprehension	84	54
Service Orientation	76	49

Tasks

Assists patrons in operating equipment, obtaining library materials and services, and explains use of reference tools.

Compiles and maintains records relating to circulation, materials, and equipment.

Composes explanatory summaries of contents of books or other reference materials.

Designs posters and special displays to promote use of library facilities or specific reading program at library.

Directs activities of library clerks and aides.

Related Links

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