LIBRARY AND INFORMATION TECHNOLOGY

The Library Technical Assistant (LTA) is an important member of the library team. As a trained paraprofessional, the LTA assists the librarian in a variety of areas including circulation, reference, technical processing and audio-visual services. LTAs are service-oriented and enjoy working with people. Graduates of the Library and Information Technology program are increasingly in demand as employees in various settings including public libraries, educational institutions, museums, corporations, government agencies, law firms, non-profit organizations and health care providers. With the constant introduction of new technology, trained personnel are needed in school, public, college, and special libraries.

The Library and Information Technology program at College of DuPage provides fundamental and advanced education and practice that will enable students to successfully enter the workforce as library technical assistants. Students gain knowledge and skills in a broad range of topics including acquisition of materials, cataloging and classification, librarianship, library technology, public service, reference and information, and workplace skills. In addition, a required library practicum provides students with crucial hands-on experience. All courses required for the Library and Information Technology certificate may be applied to an Associate in Applied Science degree.

For a complete list of courses in this program visit: cod.edu/catalog

WHY COLLEGE OF DuPAGE IS RIGHT FOR YOU

Whether you are preparing for a career as a library technical assistant or as a librarian, planning to transfer to a four-year baccalaureate-granting institution or updating your skills, College of DuPage has the right program for you. We offer:

- Dedicated instructors with years of practical industry experience, certification and licensing.
- Instruction in top-notch facilities on state-of-the-art equipment.
- Flexible schedules with day, evening and online learning.
- Practical, hands-on experience as well as classroom-based studies.
- Affordable programs that get you on the fast track to success without breaking the bank.
- Articulated transfer agreements that provide students an affordable educational option with seamless transfers to prestigious universities.
- An active advisory committee of local librarians that ensures the coursework reflects the needs of library employers in the area.
- A program that has been approved by the American Library Association in core competencies for Library Support Staff Certification.
ASSOCIATE IN APPLIED SCIENCE (A.A.S.) IN LIBRARY AND INFORMATION TECHNOLOGY
The Library and Information Technology A.A.S. degree program prepares students for paraprofessional levels of library service. The curriculum covers acquisition of materials, cataloging and classification, librarianship, library technology, public services, reference and information, workplace skills, reader’s advisory, and other special topics classes. In addition to classroom requirements, a Library Practicum provides students with real-world experience. Students are required to complete a minimum of 64 credits of coursework, which includes 37 credits in library-related classes, 9 credits in approved electives, and 18 to 22 credits in general education classes.

CERTIFICATE IN LIBRARY AND INFORMATION TECHNOLOGY
The Library and Information Technology certificate prepares students for paraprofessional levels of library service. Students are required to complete 31 credits of coursework covering librarianship, acquisition of materials, cataloging and classification, library technology, public services, reference and information, workplace skills, reader’s advisory or a special topics class.
AVAILABLE SCHOLARSHIPS
Did you know you may be eligible to receive a financial award by enrolling in the Library and Information Technology program? Check out the financial awards through a variety of supported scholarships. Visit cod.edu/scholarships for requirements and a full list of available scholarships.

NATIONAL CERTIFICATION
The Library Support Staff Certification Program (LSSC) is a national certification program that allows library support staff to demonstrate their competencies and be certified by the American Library Association. The College of DuPage Library and Information Technology program has been approved for the following competencies in the LSSC program:

- Access Services
- Adult Readers’ Advisory Services
- Cataloging and Classification
- Collection Management
- Communication and Teamwork
- Foundations of Library Services
- Reference and Information Services
- Technology

Visit http://ala-apa.org/lssc for more information.
TRANSFER OPPORTUNITIES

• The Illinois Articulation Initiative (IAI) facilitates the transfer of students from one Illinois institution to another. Both a general education core curriculum and a lower-division major recommendation course listing have been developed.

• For more information on transfer opportunities at College of DuPage, visit cod.edu/academics/transfer_programs.

• For information on the Dominican University Dual Admission Agreement, visit http://cod.edu/programs/library_technology/pdf/dual_admission_agreement.pdf.

“Thank you for a well-run program. Each class was informative and well organized. This is not just a rubber-stamp certification.”
—Jean Moser, 2017 graduate
WHAT LIBRARY TECHNICIANS AND ASSISTANTS DO

Library technicians and assistants help librarians with all aspects of running a library. They assist patrons, organize library materials and information, and perform clerical and administrative tasks.

Library technicians and assistants typically do the following:
- Loan library materials to patrons and collect returned materials.
- Sort and re-shelve returned books, periodicals and other materials.
- Catalog and maintain library materials.
- Handle interlibrary loans.
- Register new patrons and issue library cards.
- Answer routine reference questions.
- Teach patrons how to find and use library resources.
- Maintain computer databases used to locate library materials.
- Answer the phone, organize files, and perform other routine clerical tasks.
- Help plan and participate in special programs, such as used-book sales, story times and outreach programs.

A librarian usually supervises library technicians and assistants. Library technicians and assistants usually help patrons find information and organize library materials. However, library technicians typically have more responsibilities than do library assistants, such as administering library programs and overseeing lower level staff.

Work Environment

Library technicians and assistants work in public, school, company and university libraries. Many work part time.

How to Become a Library Technician or Assistant

Most library technicians need a postsecondary certificate or an associate degree. Library assistants typically need a high school degree and usually learn through short-term on-the-job training.

Job Outlook

Employment of library technicians and assistants is projected to grow FIVE percent from 2014 to 2024, about as fast as the average for all occupations. Libraries will hire these workers to take over some of the duties of librarians, whose hourly wages are usually higher.

GETTING STARTED

If you are considering this program as an area of study:

• Visit our website at cod.edu/ita

• Consult with a program coordinator:

  Carol Sturz, Program Coordinator
  Student Resource Center (SRC), Room 3137, (630) 942-2597

• Contact the Social and Behavioral Sciences/Library Division Office,
  Berg Instructional Center, Room 2E06, (630) 942-2011

The College will not discriminate in its programs and activities on the basis of race, color, religion, creed, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, or physical or mental handicap or disability.

For Americans with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-9692 (TDD).

For individuals who need language assistance, please contact Campus Central at (630) 942-2380. Jean Moser, 2017 graduate