Langara.
THE COLLEGE OF HIGHER LEARNING.

Course code, number, and title: LIBR 1228

Introduction to Tech Services and Circulation – On Campus

Course Contact Hours: Lecture 4.0 h
Credits: 3.0

Course Description:

This course provides an introduction to the selection, acquisition, processing, circulation and maintenance of print and e-materials in libraries.

Prerequisite(s):

Transfer Credit: For information regarding transfer and articulation, please go to the BC-TRANSFERGUIDE, http://bctransferguide.ca/.

Instructor: Dale West

Contact information:

Office: L313   Email: dwest@langara.ca

Office Hours:

In my office: Monday 11:30-12:20, Tuesday 11:30-12:20

Via Zoom: Wednesday 11:30-12:20, Thursday 11:30-12:20

Learning Outcomes:

Students will be able to:

1. Identify key elements of collection development policies and explain their importance in the library or information center
2. Discuss the budget process as it relates to the purchase of library material (both print and electronic)
3. Identify and describe a variety of print and electronic tools used to perform selection and acquisitions tasks
4. Describe and perform standard acquisitions tasks for print resources
5. Outline and apply circulation policies and procedures
6. Use library related software to perform collection development, acquisitions and circulation functions
7. Outline ILL and document delivery policies, procedures and tools
8. Describe procedures for processing, maintaining and weeding library material
9. Apply good customer service skills in the context of a library circulation desk

10. Discuss issues related to intellectual freedom and challenges to library materials and services
11. Identify and apply key skills, knowledge, and attitudes of effective circulation supervisors

Textbook and Course Materials:

There is no assigned textbook for this course. There will be required readings each week available online or in the reserves section of the Langara Library.

This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessment:

- Participation Activities: Activities to practice new skills, classroom activities and forum posting discussions.
- 3 quizzes reviewing important concepts, all quizzes are open book.
- 5 exercises, each focussing on a different aspect of technical services or circulation.
- Assignments: Students will complete two assignments that demonstrate competence with technical skills, as well as understanding their application to the library environment. The second assignment will be a group project.
- Final exam will be a review of concepts from the entire course. Final exam will be open book and at a date not yet determined.

Assignment Weighting:

- Participation (Forum postings and activities): 10%
- 5 Exercises: 5% each for a total of: 25%
- 3 Quizzes: 5% each for a total of: 15%
- 2 Major Assignments:
    - Assignment 1: 15%
    - Assignment 2: 15%
- Final Exam: 20%

Grading Guidelines:

Grade	Mark
A+	96-100
A	91-95
A-	88-90

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B+	84-87
B	80-83
B-	77-79
C+	71-76
C	65-70
C-	60-64
D	50-59
F	Below 50

Policies:

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

E1003 - Student Code of Conduct

F1004 - Code of Academic Conduct

E2008 - Academic Standing - Academic Probation and Academic Suspension

E2006 - Appeal of Final Grade

F1002 - Concerns about Instruction

E2011 - Withdrawal from Courses

B5003 - Copyright Compliance

All course work must be completed and submitted in order to successfully complete the course.

- All course work must be submitted by the due date, unless previous arrangements are made with the instructor.
- One percent per day will be deducted from projects submitted after the due date (e.g. if the project is worth 30% and is handed in 5 days late, it will be graded out of 25%).