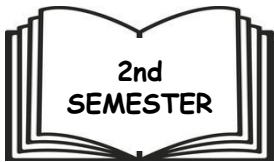


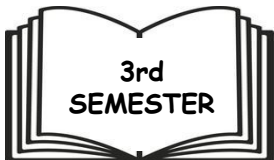
The Library program prepares students for transfer and vocational goals. Students develop necessary skills to work and perform at the level of a library technician or library assistant. Complete the Certificate of Achievement in 3-4 semesters, just follow these tasks as you go!



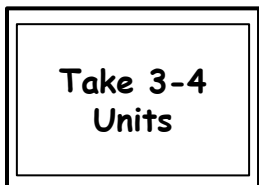
1. Email any of the Library Tech faculty to get started.  
*Or email Colin Williams at [c3williams@lbcc.edu](mailto:c3williams@lbcc.edu)*
2. **Enroll in LIB200:** Foundations in Library Services  
*Offered each Fall, Spring, & Summer. Learn the foundations of library services.*
3. Want to get ahead? Consider taking a **COSA** or **COMM** class in your first semester. They are listed below in the *Take 3 - 4 Units* section.
4. Declare the Library Technician major with your professor's help.



1. **Enroll in LIB210:** Introduction to Access Services  
*Offered each Fall. Learn about circulation management, collection maintenance, staff supervision, and other skills.*
2. **Enroll in LIB220:** Introduction to Acquisitions  
*Offered each Fall. Learn basics of acquiring library materials, management of materials budgets, and more.*



1. **Enroll in LIB230:** Special Topics in Library Services  
*Offered each Spring. Learn about leadership, reference, and technology in different library settings.*
2. **Enroll in LIB240:** Introduction to Cataloging  
*Offered each Spring. Learn cataloging principles including classification, bibliographic control, and more.*
3. File for graduation from the program with your professor's help.



Take 3-4 units from ONE of the following classes:

- |   |  |
|---|--|
| <b>LIB271WE:</b> Work Experience                        | (1-4 units. <i>Fall &amp; Spring</i> ) |
| <i>Earn credit for working in a library setting!</i>    |  |
| <b>COSA 30:</b> Introduction to Computers               | (3 units; <i>each semester</i> )       |
| <b>COSA 35:</b> Microsoft Office                        | (3 units; <i>each semester</i> )       |
| <b>COMM 20:</b> Elements of Interpersonal Communication | (3 units; <i>each semester</i> )       |
| <b>COMM 25:</b> Elements of Intercultural Communication | (3 units; <i>each semester</i> )       |