

## Welcome to the information session on PCC's Library and Archives Certificate programs

We will start at 6:30

Please mute your audio and video during the presentation.

- Click the microphone icon on the lower left of the screen to mute/unmute



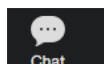
### Questions?

At anytime during the presentation, you can click Chat in the meeting controls to submit a question.

This will open the chat on the right.

You can type a message into the chat box

After this overview we will answer your chat questions and any additional questions you may have.



A captioned recording of this presentation will be posted on the program guides

[libguides.pasadena.edu/libtechprogram](http://libguides.pasadena.edu/libtechprogram)

[libguides.pasadena.edu/Archives-Digitization-Certificates](http://libguides.pasadena.edu/Archives-Digitization-Certificates)

Email [kfgoguen@pasadena.edu](mailto:kfgoguen@pasadena.edu) to request a link to the recording.

## Agenda

- Welcome and Introductions
- Who should enroll in these programs?
- Certificate Programs, Courses and Outcomes
  - Overview of each of the three Pasadena City College Library Certificate programs
  - Focus on new Archives & Digital Collections Assistant Certificate starting in Fall 2018
  - Schedule of courses; course descriptions
- How to Apply , Costs & Requirements
- Questions & Answers

This presentation will include

- information on the purpose and outcomes for these Certificate programs,
- labor market information on library support staff jobs
- More specific information on these programs and courses
- Details on how to apply

During the presentation, you can submit questions in the chat, and after this overview we will have more time to answer any additional questions.

# PCC Now offers three Library Certificate Programs

## 1. Library Technology

- Certificate of Achievement/Associate Degree

## 2. Digitization Skills for Libraries & Cultural Heritage Organizations

- Occupational Skills Certificate

## 3. **NEW!** Archives & Digital Collections Assistant

- Certificate of Achievement



Need more information?  
Contact program coordinator: Krista Goguen  
(626-585-7832) kfgoguen@pasadena.edu

PCC's Certificate programs focus on job-related operational skills and practical experience providing training for those entering the field and continuing education opportunities for those currently employed.

Hello and welcome to this information session about the library certificate programs offered at Pasadena City College.

I am Krista Goguen, librarian at Pasadena City College and coordinator of PCC's library certificate programs.

Although we are in different locations, I am joined online by two program instructors, Linda Stewart and Mary Wahl.

Linda and Mary can give you a little more detail about their backgrounds...

Over the next few minutes we will describe and explain our three certificate programs:

- our general Library Technology Certificate of Achievement which can also assist you in earning an AS degree,
- our 4-course Digitization Skills occupational certificate
- and our new Archives & Digital Collections Assistant. Certificate of Achievement, which is starting this Fall 2018.

This certificate incorporates and expands on the Digitization Skills Certificate.

Each of these certificate programs focuses on specialized operational skills, concepts and practical experience to provide training for those new to the field or continuing education for support staff already working in libraries of all types.

## Who should enroll in these programs?

**Library Jobs** (definitions from *Occupational Outlook Handbook*):

### Professional Positions

**Librarians** - generally hold a master's degree in library science or meet state teaching requirements for school librarians.

### Certificates target Library Support Staff Positions:

**Library technicians** assist librarians in the acquisition, preparation, and organization of materials and assist patrons to find and use library collections and resources.

**Library assistants** are similar to library technicians, but may have fewer responsibilities.

### Job outlook



Labor Market data forecasts the number of **library technician and assistant jobs** in libraries, archives and digital collections in Los Angeles County is **expected to increase by 8% percent over the next five years.**

Number of Paid Library Staff in the United States

<http://www.ala.org/tools/libfactsheets/alaibraryfactsheet02>

	Librarians	Other Paid Staff	Total Paid Staff
Academic Libraries	26,606	59,145	85,751
Public Libraries	46,808	90,043	136,851
Public School Libraries	78,570	47,440	126,010
Private School Libraries	14,090	3,770	17,860
Bureau of Indian Education School Libraries	90	80	170
<b>Total</b>	<b>166,164</b>	<b>200,478</b>	<b>366,642</b>

Note for school libraries: Please be aware that the numbers reported for the school libraries include part-time staff in those positions.

Comparable figures for employment in special libraries (e.g. libraries serving businesses, scientific agencies, hospitals, law firms, and nonprofit organizations) are not available. It is worth noting that the Special Libraries Association (SLA) currently serves over 7,000 members in 75 countries.

Who should enroll in these programs?

PCC's programs are designed to prepare students for the range of support staff jobs in libraries. This chart from the American Library Association shows that most libraries have librarian as well as support staff positions.

Library users may see everyone who works in a library as a librarian, but Librarian positions generally require a master's degree.

Support staff, such as library technicians and assistants are needed to help librarians with all aspects of running a library.

PCC's Support Staff Certificate programs are lower-cost and they focus on practical and operational workplace skills and competencies for career development

Official labor-market data forecasts the job outlook for library technicians and assistants in Los Angeles County to increase by 8% (average growth) during the next 5 years.

This includes full-time and part-time positions with job titles such as Library Technicians, Library Technical Assistant, School Library Coordinator, Digital Asset Specialist, Metadata Specialist, Digital Collections Assistant, Archives Assistant.

Those who have already earned a bachelor's degree should also consider master's programs, such as MLIS or Archivist degree.

Students who have taken some or all Certificate courses before going on to earn a master's degree, have told us these courses provided essential practical skills that complement the more theoretical curriculum in master's programs.



Pasadena City College offers three Library Certificate programs focused on support staff jobs in all types of libraries.

#### Student comments

"The Digitization course sequence was excellent, a comprehensive and challenging intro to digitization, description, and asset management."

"I already have a library position, but the classes are helping me fine-tune and expand my skills."

"Hands-on activity with scanners, asset management system was great; well-select readings; project-based activities including creating finding aid and analysis/description of a small collection."

"The professors were all working librarians with real-world library expertise and stories. They all knew first-hand about their subject."

"I liked that courses include hands-on learning, guest speakers, field trips & assignments in libraries."

89% of recently surveyed Library Employers prefer to hire candidates who have had library coursework.

#### **Library Technology** Certificate/AS Degree

Preparation for entry-level and specialized higher-level support staff Library Technician positions in all types of libraries

#### **Archives & Digital Collections Assistant** and **Digitization Skills Occupational Certificates**

Preparation for specialized work in archives and digital collections in libraries, archives and other cultural heritage organizations.

Students can earn one or both of these specialized Certificates.

Students can now earn one, two or all three Certificates.

- **Library Technology Certificate/AS Degree**  
Preparation for entry-level and specialized higher-level support staff Library Technician positions in all types of libraries
- **Digitization Skills Occupational Certificate**  
Preparation for work in digital repositories found in libraries, archives, museums, and business settings.
- **Archives & Digital Collections Assistant**  
Preparation for specialized work in archives and digital collections in libraries, archives and other cultural heritage organizations.  
We are excited to offer this new Archives & Digital Collections Assistant certificate that incorporates and expands on the Digitization Skills Certificate to prepare students for a wider range of job opportunities in specialized libraries, special and digital collections and archives.

These student comments highlight the PCC Certificate programs' focus on job-related skills, practical hands-on activities and assignments.

A recent survey of local library employers found that 89% prefer to hire candidates that have had library coursework.

## **Library Technology Certificate or Associate in Science Degree**

Practical instruction in library operations, library service principles, and essential workplace skills. Highlights job-related skills and continuing education needed to enter and succeed in the library workplace.



### **CERTIFICATE OF ACHIEVEMENT**

**19 units; 7 courses**

#### **Two preparation courses**

offered online and/or on-campus every term:

LIB 001 *COLLEGE RESEARCH SKILLS*

BIT 025 *SURVEY OF COMPUTERS IN BUSINESS*

(or equivalent)

#### **Five Core courses offered once per year:**

(Courses meet one evening a week or Saturday morning)

- LIB 101 INTRO TO LIBRARY SERVICES (Fall)
- LIB 102 INTRO TO REFERENCE SERVICES (Spring)
- LIB 103 LIBRARY ACCESS SERVICES (Spring)
- LIB 104 LIBRARY TECHNICAL SERVICES (Fall)
- LIB 105A DESCRIPTIVE CATALOGING (Spring)

### **LIBRARY TECHNOLOGY ASSOCIATE IN SCIENCE (AS) DEGREE**

An AS Degree can be earned in conjunction with the Certificate of Achievement.

**Combine the 19-Unit Certificate of Achievement with 60 units of General Education coursework to earn an Associate in Science (AS) degree.**

Note: At least 15 units of the required 60 units must be earned at PCC. Consult a PCC Counselor for information on transferring coursework from another college.

Let's look first at the Library Technology Certificate

Certificate coursework provides practical instruction in library operations, library service principles, and essential

workplace skills. Assignments and activities highlight job-related skills and continuing education needed to enter and succeed in the library workplace.

The Library Technology Certificate of Achievement requires completion of 19 units with seven required courses.

These required courses include:

- Two preparation courses that are offered online and on-campus during every term
  - LIB 001 *College Research Skills* on basic research and information literacy skills
  - and BIT 025 *Survey of Computers in Business* or equivalent focused on office technology and software skills
  - Students who have previously completed similar courses may be able to substitute those courses for this requirement.
- Five "core" courses covering the range of traditional library operational skills and library service principles needed to enter and succeed in the library workplace.
- Core courses incorporate the competencies required for the American Library Association Library Support Staff Certification (LSSC). This means that alumni are eligible to apply for this national certification without additional coursework.

Some library support staff positions require or prefer candidates have a college degree.

Students can also combine the Certificate with required General Education coursework to earn an Associate in Science degree. Students interested in this option can meet with a PCC counselor to find out about the requirements and whether previous coursework can be applied to the degree.

# ***Library Technology Certificate:***

## **Library Technology Core Courses**

- ★ **Introduction to Library Services** (LIB 101)
- ★ **Intro. to Library Reference Services** (LIB 102)
- ★ **Intro. to Library Access/Circulation Services** (LIB 103)
- ★ **Intro. to Library Technical Services** (LIB 104)
- ★ **Descriptive cataloging** (LIB 105A)
- ★ **Internship in a library** (LIB 106 is **Optional**)

## **Certificate Program Outcomes**

**Upon completion of program courses, students will be able to:**

1. Articulate library principles, roles, and service issues related to the diverse communities libraries serve.
2. Demonstrate library workplace skills by performing various library technician job duties.
3. Demonstrate understanding of successful library service by analyzing library staff interactions with library users.

Here are more details about the Library Technology program coursework and our program learning Outcomes that reflect the priorities of local library employers. [on slide]

The five Core courses are scheduled once per year.

They meet on campus, either one evening per week or on Saturday mornings.

These courses cover the range of library operational areas, specialized technology, library principles, services and the roles of library support staff.

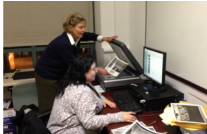
Library Technology Coursework includes:

- Introduction to library principles and practices (LIB 101)  
Types of libraries, overview of library services, operational areas, library issues and trends, resume preparation and job opportunities
- Reference service tools and techniques (LIB 102)  
Philosophy of reference service, reference interview skills, basic reference tools and search techniques.
- Circulation systems and procedures (LIB 103)  
library customer service, online circulation systems, circulation policies and issues, library classification systems and collection maintenance.
- Acquisitions practices and procedures (LIB 104)  
processes, procedures and principles of library acquisitions and collection development, overview of mending techniques for library materials.
- and Descriptive cataloging including introduction to subject classification and RDA (LIB 105A).  
online copy cataloging using national standards and tools, basic principles of classification and subject headings, RDA.
- We also offer an optional internship, not required for the Certificate, as an opportunity for students and alumni to apply coursework and concepts in a library workplace.

As mentioned, the Certificate of Achievement (or AS degree) also requires completion of two additional courses:

LIB 001 College Research Skills and BIT 025 Survey of Computers in Business, or an equivalent course.

We recommend students take these courses early in the program as preparation for the Core Courses. Students can take LIB 001 and/or BIT 025 in the Winter term



## Archives Assistant & Digitization Skills Certificates

Earn one or both certificates

With the increasing demand for digital access to historical materials and records, there is a shortage of staff trained in archival techniques, industry standards and technologies used in creating and managing print and digital collections in libraries and other cultural heritage organizations.

### DIGITIZATION SKILLS CERTIFICATE

8-Unit Occupational Skills Certificate

Students gain practical experience using industry standards to prepare them for work in digital collections in libraries, archives, museums and other cultural heritage organizations.

- >> Four required courses. Start in Fall.
- >> Take one class per term and complete in one academic year (Fall, Winter, Spring, Summer).
- >> Most courses are hybrid (partially online)  
Some on-campus Tuesday evening meetings plus additional online coursework

### ARCHIVES & DIGITAL COLLECTIONS ASSISTANT 16-

Unit Certificate of Achievement

**More comprehensive. Includes Digitization Skills Certificate courses plus three additional courses.**

Students gain additional practical experience in archival practices, digital image editing and digital preservation to better prepare students for work in archives, special and digital collections.

- > 16-Unit Certificate of Achievement
- > Seven required courses. Start in Fall.
- > Take two classes per term to complete in one academic year.
- > Most courses are hybrid (partially online)  
Some on-campus Tuesday evening meetings plus additional online coursework

PCC has offered the Digitization Skills Certificate for the past 6 years.

We designed this four-course certificate to address the shortage of staff trained in using industry standards and technologies for creating, describing and managing digital collections in libraries and other cultural heritage organizations.

Courses in this Certificate are scheduled sequentially starting in the Fall.

Students take one course per term to finish in the Summer term.

The Fall and Spring courses are hybrid, with some on-campus Tuesday evening meetings plus additional online coursework,

The Winter course is fully online, and students complete the Certificate with an off-site internship in the Summer term.

As libraries and other types of organizations work on digitizing their local and special collection materials, they have identified the need for staff with additional training and skills to work with physical archival and manuscript materials, and more technical skills for digital image editing and digital preservation.

To meet this need and to better prepare students for assistant work in traditional and digital archival collections, PCC has developed additional courses for a new *Archives & Digital Collections Assistant* Certificate.

This new Certificate of Achievement incorporates and expands on the Digitization Skills Certificate with additional coursework focused on archival practices, image editing and digital preservation.

We will continue to offer the Digitization Skills Certificate, but beginning this Fall 2018, you can also enroll in the new coursework to earn both of these specialized certificates.

Those who have already completed the Digitization Skills Certificate can return to take the three additional courses to earn the Archives & Digital Collections Certificate.

## Digitization Skills coursework includes:

### Digital project planning (LIB 121)

Students build digital collections using PCC's equipment

### Digital imaging techniques (LIB 121)

Apply standards and techniques to create quality digital images

### Digital asset management (LIB 121)

Use commercial and open-source systems to build and manage collections

### Basic principles of metadata (LIB 122)

Learn schemas for end user access to digital materials

### Copyright and privacy issues (LIB 123)

Understand how these relate to digital projects

### Internship with a digital project (LIB 126)

Apply skills and concepts in an established digitization project

### Certificate Program Outcomes

Upon completion of program courses, students will be able to:

1. Identify the selection and technical issues that impact the success of digital projects.
2. Follow established protocols and standards to digitize and provide access to digital objects through well-crafted metadata and current digital asset management systems

The Digitization Skills occupational certificate program coursework leads students to meet these program outcomes....

Coursework is designed to prepare students for specialized work in Digitization projects.

Courses include assignments and activities focused on

- project planning,
- digital imaging techniques using specialized equipment,
- building and managing collections using commercial and open source digital asset management systems (DAMs),
- learning and applying metadata schemas for end user access,
- Understanding copyright issues related to digital materials and collections
- Students complete the certificate with a capstone internship course.

As mentioned, the Fall and Spring courses are scheduled as 'hybrid', or partially online.

You will need to come to campus on some Tuesday evenings and then complete additional coursework online.

The on-campus activities include hands-on practice with digitization equipment and software. Supplemental sessions are scheduled for additional hands-on practice.

The Summer LIB 126 is an internship at a local digital project that provides the opportunity to apply your skills.

During the 9-10 week Summer session, you will need to complete a minimum of 60 hours for unpaid or a minimum of 75 hours for a paid internship. Most internships are unpaid. Examples of past internships are on the program guide. <https://libguides.pasadena.edu/Archives-Digitization-Certificates>



# Archives & Digital Collections Assistant

<p style="text-align: center;"><b>Course</b></p> <p><b>This more comprehensive certificate includes the four Digitization Skills Courses (LIB 121, 122, 123, 126) plus coursework in:</b></p> <p><b>Archival best practices (LIB 120)</b> Handling, arranging, describing and preserving archival materials.</p> <p><b>Digital image editing (PHOT 030)</b> Use industry standard digital image editing tools and techniques.</p> <p><b>Digital preservation skills (LIB 124)</b> Techniques, strategies and standards for preservation of "born digital" and reformatted digital information to ensure accessibility and usability over time.</p> <p><small>* Incorporates Outcomes of shorter Digitization Skills Certificate</small></p>	<p><b>Certificate Program Outcomes</b> Upon completion of program courses, students will be able to:</p> <ol style="list-style-type: none"><li>1) Analyze the selection and technical issues that impact the success of digital projects*.</li><li>2) Formulate strategies and tactics for preserving digital archives.</li><li>3) Follow established protocols and standards to digitize, preserve documents and other information of long term value.</li><li>4) Follow established protocols and metadata standards to provide access to digital objects in digital asset management systems*.</li><li>5) Analyze the relationship of the basic components and processes of archives, including inventory, appraisal, disposition, acquisition, arrangement, description, preservation, access, use, and outreach.</li><li>6) Apply best practices for handling, arrangement and preservation of archival collections.</li></ol>
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The new Archives & Digital Collections Assistant Certificate adds coursework to better prepare library staff for working with, preserving and providing access to unique physical and digital archival materials

These specialized skills sets are reflected in the program outcomes which include two for the Digitization Certificate and:

For the new Archives & Digital Collections Assistant Certificate, you will need to take the four Digitization Skills Certificate courses just described and three additional courses.

These new courses focus on additional archival and technical skills needed for more specialized jobs in archives and digital collections.

- Archival best practices - LIB 120
- Digital image editing tools and techniques - PHOT 030
- and Digital preservation techniques and strategies -LIB 124

The new LIB 120 and LIB 124 courses are scheduled to be taken concurrently with the Digitization Skills courses.

Students who have already completed the Digitization courses can enroll in just these additional courses to earn this new Certificate.

PHOT 030 INTRODUCTION TO DIGITAL IMAGE EDITING is offered on-campus in Fall, Spring and Summer terms at a variety of times.

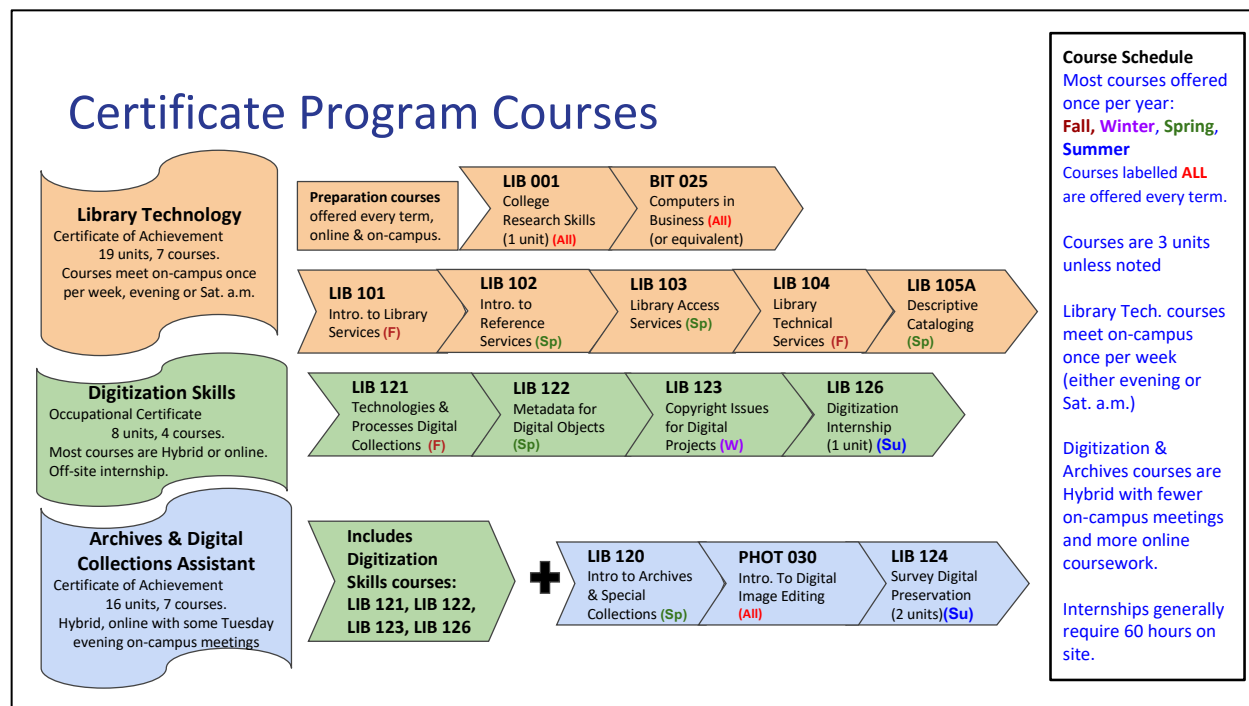
NOTE: PHOT 030 has a prerequisite of previous Photography coursework or experience.

(PHOT 021 INTRODUCTION TO PHOTOGRAPHY or placement based on the Photography assessment process.

If you have any photography experience and/or coursework you can challenge the prerequisite. See the program guide or contact the program coordinator for information on challenging the prerequisite.

If you do not have photography experience or coursework, we can discuss other options, such as taking a photography course (e.g. PHOT 021) at PCC or elsewhere.

As described on the previous slide, the LIB 126 Digitization Internship course is offered in the Summer term to provide the opportunity to apply your skills in an archive, special collection or digital project.



This infographic summarizes the courses required for each Certificate and indicates the typical schedule.

- Courses are 3 units unless noted
- Most courses offered only once per year: Fall, Winter, Spring, Summer
- Courses labelled ALL are offered every term, including PHOT 030 and Preparation courses: LIB 001 and BIT 025  
These courses are offered on-campus and online
- Internships generally require 60 hours on site. (60 hours if unpaid or 75 hours if paid)

#### Library Technology

- Students can start the Library Technology program in any term, but start starting in the Summer or Fall and taking all courses as scheduled will allow you to complete within one academic year.
- **Library Tech. courses meet on-campus once per week (either evening or Sat. a.m.)**

#### Digitization Skills Certificate: Starts in the fall term only.

- **Most Digitization & Archives courses are Hybrid** with fewer on-campus meetings and more online coursework.

#### Archives & Digital Collections Assistant Certificate

- Students can start in Fall or Spring, but starting in the Spring term will delay the the LIB 126 internship until the following Summer..

Consult the program coordinator to plan your schedule.

## Internship Courses

### LIB 106: Library Technology Internship

**Optional** for Library Technology Certificate/AS

### LIB 126 Digitization Internship

**Required** for both Digitization Skills and Archives & Digital Collections Assistant Certificates

All internships:

- Require prior approval. Consult with Program Coordinator early in program
- Require 60 hours of non-paid work or 75 hours of paid work for one semester unit. [Note: most internships are unpaid]
- Pass/no pass grading

#### LIB 106 Library Technology Internship

Course Description: Supervised on-the-job experience in approved library setting.

**Example LIB 106 Library Technology internship sites:**

Altadena Library	Arcadia High School Library
Arcadia Public Library	Azusa City Library
Braille Institute - Library Services	Burbank Public Library
California Arts Club	Crowell Public Library (San Marino)
Flintridge Preparatory School	Little Landers Historical Society
LA Harbor College Library	Los Angeles Mission College Library
Monrovia Public Library	Pasadena Public Library and Planning Dept.
USC Doheny Library	

### LIB 126 Digitization Internship

Course Description: Supervised practical experience working on an approved digital project in a library or cultural heritage institution or other type of digitization project.

**Example LIB 126 Digitization Internship sites:**

Altadena Historical Society

Arcadia Public Library and Gilb Museum of Arcadia Heritage

Art Center College of Design - Archives

Caltech Library Digital Repository

Cal State Los Angeles - Archives & Special Collections

County of Los Angeles Public Library - Digital Projects

Fashion Institute - FIDM Museum and Library, Inc.

Glendale Community College

Glendale Public Library

The Huntington Library

Jet Propulsion Laboratory Archives & Records Section

LA as Subject (University of Southern California)

National Archives & Records Administration

Natural History Museum

Palos Verdes Library District

Pasadena Museum of History

Pasadena Public Library and Planning Department

Sierra Madre Public Library

## Internship courses

### Library Technology Certificate

Students can choose to enroll in an **optional** 1-unit Library Technology Internship course (LIB 106) in Fall, Spring or Summer.

LIB 106 Internship provides an opportunity to gain work experience by applying knowledge and skills learned from coursework in the Library Technology Program.

The internship requires completion of the two Library Certificate courses: LIB 101 Introduction to Library Services and LIB 104 Introduction to Library Technical Services.

Some internship may also require additional coursework (e.g. LIB 105A Descriptive Cataloging) or experience.

Students who have already completed the Library Technology Certificate are eligible for the Internship.

### Digitization & Archives Internship

Both the Digitization Skills and Archives Certificates require completion of the LIB 126 Digitization Internship course.

LIB 126 is offered only during the Summer session which is typically 9-10 weeks.

The internship course requires students to complete a minimum of 60 hours (6-7 hours per week) for unpaid internships or a minimum of 75 hours (8-9 hours per week) for a paid internship.

Students who have completed LIB 121 and LIB 122 are eligible to enroll in the LIB 126 Digitization Internship course.

Students who have already completed a LIB 126 Internship have completed the requirement.

We have agreements in place with many local organizations as shown. Internships can be established at other sites. Contact the program coordinator for more details.

## How to Apply , Costs & Requirements

PCC has an open enrollment policy.

[Please NOTE: You can apply year-round, but most Certificate courses are offered sequentially starting in the Fall term]

1. Go to [www.pasadena.edu](http://www.pasadena.edu) and click to complete your free application online.
2. After you apply check for an email with your LancerPoint ID number and link to set up your PCC LancerPoint account. Meet with a PCC Counselor to find out more about the AS degree requirements  
Visit the Financial Aid website or office to learn more about the financial aid options and to apply.
3. Register online for your classes through LancerPoint  
You may register online at or after your designated time.

**Apply Now ▶**

### 2018/19 Calendar:

Fall 2018: August 27-December 16

Winter 2019: January 7-February 14

Spring 2019: February 19-June 17

Summer 2019: June 19 –

August 22

### Example Program Costs \*

**Library Technology** (19 units): \$951  
for in-state tuition and fees\*, plus costs for books and/or supplies.  
(Financial Aid eligible)

**Archives & Digital Collections Assistant** (16 units): \$844  
for in-state tuition and fees\*, plus costs for books and/or supplies.  
(Financial Aid eligible)

**Digitization Skills Certificate** (8 units): \$476  
for in-state tuition and fees\*, plus costs for books and/or supplies.  
(NOT eligible for Financial Aid)

\*The amounts shown above assume courses taken as scheduled and do not include costs for books and supplies. In-State Tuition \$46/unit, per term fees: Fall/Spring \$31; Winter/Summer \$23)

Fee type	Fall/Spring Semester	Winter/Summer Intersession
Enrollment	\$46.00 per unit (CA Resident)	\$46.00 per unit (CA Resident)
Health	\$20.00	\$17.00
Student Representation	\$1.00	\$1.00
Student Activity	\$10.00	\$5.00
Books/Materials	Varies with course	Varies with course

We hope this overview has encouraged your interest in these certificate programs, and you are now wondering

How to Apply!

PCC has open enrollment and low tuition.

The Fall 2018 term begins on Monday August 28, 2018. The dates for the 2018/19 Academic year are shown here.

If you are considering enrolling in any of the Certificate programs, please complete the free online application. Go to [www.pasadena.edu](http://www.pasadena.edu) and click on APPLY NOW at the top right of the screen

If you have previously been a PCC student, choose Returning Student, or choose Previous College Student if you have attended another college.

Prior to enrolling, feel free to contact me (Krista Goguen, Program coordinator) with any questions about registration, course sequence, or meeting course prerequisites.

The cost of tuition for each program is shown, but your actual costs will depend on how many terms you take to complete the required courses.

Some courses may require purchase of a textbook, but you can usually access the book in the PCC Shatford library or sometimes online.

# Questions? Need more information?

## Program Coordinator:



**Krista Goguen**  
Librarian/Library Certificate  
Programs coordinator  
[kfgoguen@pasadena.edu](mailto:kfgoguen@pasadena.edu)  
626-585-7832

## Program Administrator:



**Leslie Tirapelle**  
Dean, Library, Learning  
Resources & Distance Ed.  
Pasadena City College  
[ltirapelle@pasadena.edu](mailto:ltirapelle@pasadena.edu)  
626-585-7839

## Program Guides:

<https://libguides.pasadena.edu/libtechprogram>  
<https://libguides.pasadena.edu/Archives-Digitization-Certificates>

## Program Instructors:

### Archives/Digitization



**Linda J. Stewart**  
Archivist/Adjunct Librarian  
Pasadena City College  
[ljstewart@pasadena.edu](mailto:ljstewart@pasadena.edu)



**Mary Wahl**  
Librarian, Technical Services/Cataloging  
Pasadena City College  
[mwahl@pasadena.edu](mailto:mwahl@pasadena.edu)

### Library Technology Instructors (2017/18)

**Walter Butler**  
**Krista Goguen**  
**Christina Sheldon**  
**Rita Suarez**  
**Joyce Wulff**

We hope this overview has been helpful. We can now answer any other questions you may have.

We will start with the questions you have already submitted in the chat.

Click the Chat icon to type in your questions

You can also unmute your microphone to ask a question.

You can also contact us directly using the email addresses shown on the slide.

Add Instructions for Q&A <https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>