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
libguides.pasadena.edu/Archives-Digitization-Certificates
Email 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.
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?
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.
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.
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
  - 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.
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.

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:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>Digital project planning (LIB 121)</td>
<td>Students build digital collections using PCC’s equipment</td>
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<tr>
<td>Digital imaging techniques (LIB 121)</td>
<td>Apply standards and techniques to create quality digital images</td>
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<tr>
<td>Digital asset management (LIB 121)</td>
<td>Use commercial and open-source systems to build and manage collections</td>
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<tr>
<td>Basic principles of metadata (LIB 122)</td>
<td>Learn schemas for end user access to digital materials</td>
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<tr>
<td>Copyright and privacy issues (LIB 123)</td>
<td>Understand how these relate to digital projects</td>
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<tr>
<td>Internship with a digital project (LIB 126)</td>
<td>Apply skills and concepts in an established digitization project</td>
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**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](https://libguides.pasadena.edu/Archives-Digitization-Certificates)
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
- 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.
- Courses are 3 units unless noted

Library Technology Certificate of Achievement
8 units, 7 courses.
Courses meet on-campus once per week, evening or Sat. a.m.

Digitization Skills
Occupational Certificate
8 units, 4 courses.
Most courses are Hybrid or online.
Off-site internship.

Archives & Digital Collections Assistant
Certificate of Achievement
8 units, 7 courses.
Hybrid, online with some Tuesday evening on-campus meetings.

Includes Digitization Skills courses: LIB 121, LIB 122, LIB 123, LIB 126

Library Technology courses meet on-campus once per week (either evening or Sat. a.m.)

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

Internships generally require 60 hours on site.

Library Tech. courses meet on-campus once per week (either evening or Sat. a.m.)

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

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 Public Library
- Braille Institute - Library Services
- California Arts Club
- Flintridge Preparatory School
- LA Harbor College Library
- Monrovia Public Library
- 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 Dept.
- 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.
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 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
kgoguen@pasadena.edu
626-585-7832

Program Administrator:
Leslie Tirapelle
Dean, Library, Learning
Resources & Distance Ed.
Pasadena City College
latirapelle@pasadena.edu
626-585-7839

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

Program Instructors:

Archives/Digitization

Linda J. Stewart
Archivist/Adjunct Librarian
Pasadena City College
ljstewart@pasadena.edu

Mary Wahl
Librarian, Technical Services/Cataloging
Pasadena City College
mwahl@pasadena.edu

Library Technology Instructors (2017/18)
Walter Butler
Krista Goguen
Christina Sheldon
Rita Suarez
Joyce Wulff

Program Guides:
https://libguides.pasadena.edu/libtechprogram
https://libguides.pasadena.edu/Archives-Digitization-Certificates