

**Three Certificate programs
to meet your needs:**
**LIBRARY TECHNOLOGY
CERTIFICATE PROGRAM**

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

**DIGITIZATION SKILLS
OCCUPATIONAL CERTIFICATE**

Preparation for work in digital collections in libraries, archives, museums, and business settings. Practical instruction in project planning, digitization, metadata, copyright, and end-user access to digital materials. Gain practical experience using industry standards.

**ARCHIVES & DIGITAL
COLLECTIONS ASSISTANT
CERTIFICATE**

Preparation for assistant-level work in traditional and digital archival collections. Practical instruction in appraising, handling, arranging, describing, and preserving unique materials; creating, editing, and preserving print and "born digital" objects to ensure the availability of these materials in the future.

More information on program guides:
libguides.pasadena.edu/libtechprogram



PROGRAM INFORMATION

www.pasadena.edu/library
[Classes & Certificates](#)

Need more information?

Contact Program Coordinator:

Joanna Chen Cham

jcham@pasadena.edu or 626-585-7820

Student Comments:

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

"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 SUPPORT STAFF CERTIFICATE PROGRAMS



1570 E. Colorado Blvd.
Pasadena, CA 91106

LIBRARY TECHNOLOGY

Certificate of Achievement (7 courses)
or **Earn an Associate in Science Degree**
Certificate + General Education courses

**DIGITIZATION SKILLS
for LIBRARIES & CULTURAL
HERITAGE ORGANIZATIONS**

Short-term Certificate (4 courses)
Start in Fall, complete in a year

**ARCHIVES & DIGITAL
COLLECTIONS ASSISTANT**

New – Starting in Fall 2018
Certificate of Achievement (7 courses)
Digitization Skills Certificate + 3 courses

Apply Now!

Complete the free online application
to get started:

<https://pasadena.edu/get-started/>

LIBRARY TECHNOLOGY CERTIFICATE PROGRAM

- ✓ **Earn a Certificate of Achievement**
(19 units, 7 courses)
- ✓ or, **Earn an Associate in Science Degree**
(Certificate + General Education Courses)
- ✓ Aligned with the American Library Association Library Support Staff Certification (LSSC - ala-apa.org/lssc)

Required Preparation Courses (offered all terms):

LIB 001 COLLEGE RESEARCH SKILLS

1 unit; online & on campus

BIT 025 SURVEY of COMPUTER TECHNOLOGY in BUSINESS 3 units; online & on campus,
OR take: BIT 106, CIS 001 or CIS 010

Core program courses offered once per year.
Courses meet on campus one evening a week
or on Saturday morning

LIB 101 LIBRARY SERVICES for SUPPORT STAFF

3 units, Fall

LIB 102 INTRO to REFERENCE SERVICES

3 units, Co/Prerequisite LIB 001, Spring

LIB 103 LIBRARY ACCESS SERVICES

3 units, Spring

LIB 104 LIBRARY TECHNICAL SERVICES

3 units, Fall

LIB 105A DESCRIPTIVE CATALOGING

PROCEDURES 3 units, Spring

Prerequisite: LIB 104

LIB 106 LIBRARY TECHNOLOGY INTERNSHIP

ELECTIVE (not required), Summer, Fall, Spring

DIGITIZATION SKILLS for LIBRARIES & CULTURAL HERITAGE INSTITUTIONS

- ✓ **Short-term certificate**
Take 1 course per term, complete in 1 year
- ✓ **Hybrid courses** meet on campus
some Tuesday evenings (6:00-9:10 pm)
along with weekly online work

Courses start in the Fall term

LIB 121 INTRO to TECHNOLOGIES for DIGITAL COLLECTIONS

3 units, Hybrid, Fall

**LIB 122 INTRO to METADATA for
DIGITAL OBJECTS** 3 units; Hybrid, Spring
Prerequisite: LIB 121

**LIB 123 INTRO to COPYRIGHT ISSUES
for DIGITAL COLLECTIONS**
Online, Winter

LIB 126 DIGITIZATION INTERNSHIP
Prerequisites: LIB 121, LIB 122. Summer
1 unit; 60 hours at approved internship site

General Education Course:

**Improve your research skills for academic
and workplace success**



LIB 001 COLLEGE RESEARCH SKILLS

1 unit, Short-term. Transfer Credit: CSU; UC
Offered online or on campus.

ARCHIVES & DIGITAL COLLECTIONS ASSISTANT

- ✓ **Earn a Certificate of Achievement**
(16 units, 7 courses)
- ✓ **Expands on the Digitization Skills Certificate** with courses on
archival practices, digital image editing,
and digital preservation

Start in Fall or Spring term

**LIB 120 INTRO to ARCHIVES & SPECIAL
COLLECTIONS** 3 units, Hybrid, Spring

**LIB 121 TECHNOLOGIES & PROCESSES FOR
DIGITAL COLLECTIONS**
3 units, Hybrid, Fall

**LIB 122 INTRO to METADATA for DIGITAL
OBJECTS** Prerequisite: LIB 121
3 units, Hybrid, Spring

**LIB 123 INTRO to COPYRIGHT ISSUES
for DIGITAL COLLECTIONS**
1 unit, Online, Winter

LIB 124 SURVEY of DIGITAL PRESERVATION
Prerequisite: LIB 121, LIB 122.
2 units, Hybrid, Summer

LIB 126 DIGITIZATION INTERNSHIP
Prerequisites: LIB 121, LIB 122
1 unit, 60 hours at approved internship site

PHOT 030 INTRO to DIGITAL IMAGE EDITING
Prerequisite: PHOT 021 or Basic Photography
Skills. 3 units. Offered Fall, Spring, Summer.

Questions? Need more information?

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