



Library Technology Certificate Program

www.pasadena.edu/library/libtech

Library 106 - Library Technology Internship

1 unit

- Catalog Description: Supervised on-the-job experience in approved library setting.
Pass/No Pass grading.
- Prerequisite: Completion of Library Technology Certificate courses:
- LIB 101 *Introduction to Library Services for Paraprofessionals*
- LIB 104 *Technical Services: Acquisitions, Serials and Processing*
- Total commitment: 60 hours minimum is required for academic credit.
Fall/Spring: a minimum of 4 hours per week for 16 weeks.
Summer session: 4.5- 8 hours per week depending on the duration.

The field experience may include (but is not limited to) such experiences as:

- Process library and media materials for public use.
- Perform simple mending of library/media materials.
- Catalog simple library materials utilizing online bibliographic utilities.
- Compile statistical reports and write work procedures.
- Retrieve information from basic reference materials.
- Evaluate reference questions for appropriate responses.
- Verify bibliographic information and perform other searches for acquisitions.
- Assist librarians with library programs, activities or projects.
- Assist with patron holds, book deliveries, sorting and re-shelving library materials

General Guidelines:

1. Consult with the Library Technology Program Coordinator in advance (6-8 weeks prior to the term of the internship. (Krista Goguen, kfgoguen@pasadena.edu, 626-585-7832)
2. It is up to the student to identify the library in which the internship will be performed. The internship experience requires librarian supervision. The library organization must complete the college's Internship Site Agreement (available from program coordinator). It is preferred that the internship be done in a library other than the one in which a person is currently employed. If it is the same library, duties must be delineated that are significantly different from current job responsibilities.
3. The student should submit the a preliminary proposal to the Library Technology Program Coordinator once the internship site has been contacted:
 - Name of the library.
 - Name and signature of the librarian who will be supervising you.
 - A list of learning objectives you intend to achieve by the field practice experience.
 - Description of the duties to be performed.
 - A brief description of the techniques to be followed to determine whether or not the learning objectives have been achieved.

The proposal form is available online www.pasadena.edu/library/libtech/documents/Lib106InternshipProposal2012.pdf

3. A follow up evaluation form will be provided to the internship Supervisor.