

CURRICULUM

Subject Code and Course Number: LIB 126

Division : Library

Course Title : ARCHIVES & DIGITAL COLLECTIONS INTERNSHIP

Summarize the need/purpose/reason for this proposal

Modify course title, SPOs, CCO, and assignments for use with new Archives & Digital Collections Assistant to incorporate option for internship at archives or special collections in addition to digital project.

Add prerequisites related to Archives.

Update existing Form Bs to reflect updated SPOs

SLOs (Student Learning Outcomes)

SLO 1 Demonstrate processes and best practice techniques

For Digital Projects Sites

Demonstrate processes and best practice techniques for creating archival images and/or

Demonstrate skill in creating complete metadata records following the best practices standards of the institution

For Archives Sites

Demonstrate processes and best practice techniques for appraising, handling, organizing, preserving and/or describing archival materials.

SLO 2. Describe and evaluate participation in a digital project or archives as a tool for learning and potential employment.

SPOs (Student Performance Objectives)

1a. Identify and apply the criteria and rationale that guide the institution's selection and/or appraisal practices for their collection. (Archive or Digital Project)

1b. Apply the imaging standards and quality review criteria to create archival and derivative images using the institution's scanning system and software. (Digital Project)

1c. Demonstrate skill in creating metadata or descriptive collection records adhering to the best practices of the institution (e.g, metadata schema, controlled vocabularies, local implementation standards) (Archive or Digital Project)

1d. Identify the criteria being used by the institution to evaluate the quality of metadata or catalog records for items in the collection.(Archive or Digital Project)

1e. Identify and apply the organization and preservation standards being used for the archival collection. (Archive)

2a. Describe the specifics of the archive or digital project in which the student is participating and compare local implementation to recognized standards.

2b. Identify and describe new skills learned and work accomplishments as part of the internship experience.

2c. Evaluate overall strengths and weaknesses of internship.

CCOs (Course Content Outline)

1. Supervised work experience in a library, archive or related organization.
 - a. Supervised work experience will be described in a learning agreement mutually developed between the work site supervisor and intern.
 - b. Activities should relate to the assessment, organization, description, management and preservation of both physical and digital of historical collections.
2. During the internship,
 - a. Student will complete a minimum of 60 hours of work experience for unpaid internship, or a minimum of 75 hours for a paid internship.
 - b. Student will meet regularly with the internship site supervisor.
3. Describe and reflect on the internship experience.
 - a. Included in this reflection should be a summary of what the student learned in the process about the profession
 - b. How they applied their classroom learning.
4. Students will identify and describe their skill sets and accomplishments to add to their resume and to match their skills to a position announcement.

Methods of Instruction

Professionally supervised work experience in a digitization project or archive with opportunity for peer and instructor discussion and feedback. Required and supplemental reading and opportunity for self-reflection in CANVAS.

Methods of Evaluation of Student Performance

Evaluation based on site supervisor assessment of work performance and correct application of skills, knowledge and abilities for work in an archive or digital project.

On-site supervisor will complete a final internship performance evaluation of the intern's work

Student will complete an internship evaluation and reflect on their internship experience

Assignments

1. Maintain a time log with summary of your internship experience for your resume. Include details about your role in the digital project and a summary of the skills you developed. This summary can be used for resume preparation.
2. Participate in a weekly online discussion (in CANVAS) with other interns. This provides you an opportunity to share and reflect on your experience, learn about other internship sites and observe variations and challenges in digital and archival projects (e.g. staffing, workflow, size, funding source, etc.)
3. Identify and describe skill sets you apply in your internship. Revise your resume to include summary information from your internship and match your skills to a relevant position announcement. You can identify job descriptions relevant to your interests and goals. Use this

job description to target your resume.

TECHNICAL DETAILS**Catalog Description**

Supervised practical experience working in an approved archives, specialized collection or digital project in a library, museum, or other type of organization. **Pass/no** pass grading. Requires 60 hours of non-paid work or 75 hours of paid work for one semester unit.

Grade Mode: A, P

Prerequisite(s)

LIB 120 , 121, and 122.

Corequisite(s)

LIB 124.

Recommended Preparation**Enrollment Limitations**

Instructor approval.

Instructional Activities associated with TBA

Units : 1.0

CREDIT COURSE OUTLINE

Credit Type : D Credit – Degree Applicable

Maximum Course Units :	1
Minimum Course Units:	1
Computed Total Carnegie Units :	1.11
Course Unit Totals in Agreement? :	No
Course Units Carnegie Compliant by Type and Mode? :	Yes
Course Units Carnegie Compliant in Total?:	Yes

Total Course Hours by Type and Mode

COURSE HOURS	LECTURE	LAB	ACTIVITY
Scheduled Class Meetings	0	0	0
TBA Hours, Determinate Schedule	0	0	0
*Other Arranged Hours, Variable Schedule	0	0	60

(*Student is required to meet the same number of arranged hours each day or each week)

Override Computed Course Units if Necessary

COURSE HOURS	LECTURE	LAB	ACTIVITY
Scheduled Class Meetings	0	0	0
TBA Hours, Determinate Schedule	0	0	0
*Other Arranged Hours, Variable Schedule	0	0	1.11

Projected Student Registration and Attendance

COURSE ATTENDANCE	
Registration Capacity	0
Projected Census Enrollment [Total]	0
Projected Census Enrollment [Resident]	0
Projected Census Enrollment [NonResident]	0
Projected PA Hours [Total]	0
Projected PA Hours [Resident]	0
Projected PA Hours [NonResident]	0

COURSE VALUES (TOTAL)

	Scheduled Class Hours			Regular TBA Hours			Variable Arranged Hours			
	LEC	LAB	ACTV	LEC	LAB	ACTV	LEC	LAB	ACTV	TOTALS
Course Hours	0	0	0	0	0	0	0	0	60	60



Course Units	0	0	0	0	0	0	0	0	1.11	1.11
Load Factor	1	0.75	0.7143	1	0.75	0.7143	1	0.75	0.7143	
LHE	0	0	0	0	0	0	0	0	2.381	2.38
FTEF	0	0	0	0	0	0	0	0	0.1587	0.16

STUDENT AND FACULTY WORKLOADS (WEEKLY, FULL-TERM)

	Scheduled Class Hours			Regular TBA Hours			Variable Arranged Hours			
STUDENTS	LEC	LAB	ACTV	LEC	LAB	ACTV	LEC	LAB	ACTV	TOTALS
Instructional Hours	0	0	0	0	0	0	0	0	3.75	3.75
Study Hours	0	0	0	0	0	0	0	0	2.5	2.5
Total	0	0	0	0	0	0	0	0	6.25	6.25
FACULTY										
Instructional Hours	0	0	0	0	0	0	0	0	3.75	3.75
Preparatory Hours	0	0	0	0	0	0	0	0	1.61	1.61
Total	0	0	0	0	0	0	0	0	5.36	5.36

Repeatability : **Not Repeatable**

The repeatable restrictions apply for Credit Courses do not apply to Non-Credit Courses. Only Non-Credit Courses can be repeated on unlimited number of times.

Reason for Repeatability:

- ☐ Courses for which repetition is necessary to meet major requirements of CSU or UC for completion of a bachelor's degree.
- ☐ Intercollegiate academic or vocational competition
- ☐ Intercollegiate Athletics

Methods of Delivery

- ☒ Face-to-Face ☐ On-Line – Primarily taught via Internet
- ☐ Hybrid – Blend of On-Campus and On-Line ☐ ITV – Instructional T.V.

Maximum Class Size (NCN) **25**

Minimum Qualifications (Discipline)

Library Technology - Non-Masters

Semester of First Offering **Summer 2019**

Default Grading Option

P - Course taken for pass/no pass

Non-Default Grading Option

- ☐ B - Course for grade or pass/no pass
- ☐ E - CE - By Exam
- ☐ U - NG - Non-Graded course
- ☐ N - Non-Credit course
- ☐ P - Course taken for pass/no pass
- ☐ L - Course taken for letter grade only
- ☒ A - Audit

COURSE APPLICABILITY, TRANSFER AND ARTICULATION
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Course Credit Status: **D Credit – Degree Applicable**

State Transfer Code: **C1 Not Transferable, AA/AS Degree**

State Classification Code:

Basic Skills Status/Level: **Y NA**

☐ Aligns with C-ID Descriptor

Purpose of Course

- ☐ UC Transferable
- ☐ IGETC Area: Specify Area
- ☐ Gen Ed. Local AA degree: Please specify
- ☐ AA/AS Diversity Requirement in:
 - ☐ Global Studies
 - ☐ Ethnic & Gender Studies
- ☐ Other: Please specify
- ☐ CareerTech Certificate: Indicate name of Certificate(s)

REPRESENTATIVE TEXTBOOKS OR OTHER MATERIALS

- Book 1** Author : Ng, Kwong Bor, et al.
Title : Digitization in the real world : lessons learned from small and medium-sized digitization projects
Publisher: Metropolitan New York Library Council
Date of Publication: 2010
Edition:
- Book 2** Author : Note, Margot
Title : Managing image collections : a practical guide
Publisher: Chandos Pub.
Date of Publication: 2011
Edition:
- Book 3** Author : Callicott, Burton B, et al., editors.
Title : Making Institutional Repositories Work.
Publisher: Purdue University Press,
Date of Publication: 2016
Edition:
- Book 4** Author : Bountouri, Lina.
Title : Archives in the Digital Age : Standards, Policies and Tools.
Publisher: Chandos Publishing,
Date of Publication: 2017
Edition:

Other materials and/or supplies required of students:

None

Guidebooks/textbooks checked for currency.

RESOURCES & DEPARTMENT PLANNING**Additional Resources Needed:**

N/A

Facilities Needed to Teach this Course:[Approved internship site](#)**Equipment Needed to Teach this Course:**

N/A

PROGRAM APPLICABILITY

Program Information

- ☒ In an approved program.
- ☐ Part of a new program.
- ☐ Not part of an approved program.

Program Category

- ☐ General Education
- ☒ Career and Technical Education Program
- ☐ Noncredit Program

Instructional Methods

- ☐ Lecture
- ☐ Lab
- ☐ Lecture & Lab
- ☐ Distance Ed / Online Course
- ☒ Work Experience
- ☐ Independent Study
- ☐ TBA

TOP Code Information

Program title - TOP Code: **160200 *Library Technician (Aide)**

SAM Code

- ☐ A - Apprenticeship course (Courses offered to apprentices only.)
- ☐ B - Advanced occupational (Courses taken in the advanced stages of an occupational program. Each "B" level course must have a "C" level prerequisite in the same program area.)
- ☒ C - Clearly occupational (Courses taken in the middle stages of an occupational program. Should provide the student with entry-level job skills.)
- ☐ D - Possibly occupational (Courses taken in the beginning stages of an occupational program.)
- ☐ E Non-occupational

NON CREDIT ONLY

Funding Category

- ☐ A English as a Second Language
- ☐ B Immigrant Education
- ☐ C Elementary & Secondary Education
- ☐ D Health & Safety Education
- ☐ E Education Programs for Persons with Substantial Disabilities
- ☐ F Parenting Education
- ☐ G Family & Consumer Sciences

- ☐ H Education Programs for Older Adults
- ☐ I Short-term Vocational Programs With High Employment Potential
- ☐ J Workforce Preparation Enhanced Funding
- ☐ K Other Non-Credit Enhanced Funding
- ☐ L Non-enhanced Funding

Form B - Prerequisite Validation Form

LIB 120 Prerequisite will assure that a student has the skills and knowledge of archives processes and concepts to successfully perform the internship activities.

To be used for Prerequisites, Corequisites, and Advisories (Recommended Preparation)

PREREQUISITE/COREQUISITE OR ADVISORY

LIB 120 Introduction to Archives & Special Collections

PROPOSED COURSE

LIB 126

Requirement Types

1. Prerequisite

Reasons for the Prerequisite or Corequisite

Prerequisite will assure that a student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established

SECTION A (CONTENT REVIEW)

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

LIB 120

- 1a. Define and demonstrate an understanding of the terminology and concepts used in archives and library special collections.
- 1b. Demonstrate the ability to handle, store, organize and preserve archival materials.
- 1c. Determine techniques to slow down deterioration of records.
- 1d. Create a tool to help users locate what they need from a collection.
- 1e. Summarize the relationship of the basic components of archival programs, including inventory, appraisal, disposition, acquisition, arrangement, description, preservation, access, use, and outreach

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

Form B - Prerequisite Validation Form

LIB 126

1a. Identify and apply the criteria and rationale that guide the institution's selection and /or appraisal process.

1c. Demonstrate skill in creating metadata or descriptive collection records adhering to the best practices of the institution (e.g, metadata schema, controlled vocabularies, local implementation standards)

1d. Identify the criteria being used by the institution to evaluate the quality of metadata or catalog records for items in the collection.

1e. Identify and apply the organization and preservation standards being used for the archival collection. (Archive)

SECTION B (UC/CSU REVIEW)

UC/CSU Campus	Course Number & Name	Prerequisite/Corequisite Course Number & Name
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SECTION C (REQUIRED BY STATUTE OR REGULATION)

Form B - Prerequisite Validation Form

LIB 121 Prerequisite will assure that a student has the digitization skills and knowledge of digitization imaging equipment and software to successfully perform the internship activities.

To be used for Prerequisites, Corequisites, and Advisories (Recommended Preparation)

PREREQUISITE/COREQUISITE OR ADVISORY

LIB 121

PROPOSED COURSE

LIB 126

Requirement Types

1. Prerequisite

Reasons for the Prerequisite or Corequisite

Prerequisite will assure that a student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established

SECTION A (CONTENT REVIEW)

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

LIB 121

- 1a. Identify key criteria for selection of materials for digital projects.
- 1b. Explain standards-based file naming protocols for digital objects.
- 1c. Identify, compare and discuss the types of imaging equipment most typically used for digital projects.
- 1d. Identify quality review criteria used for objects in a digital repository.
- 1e. Identify key characteristics of a quality asset management system.
- 2a. Benchmark technical capabilities on a scanning system.
- 2b. Create archival images using a scanning system.
- 2c. Use photo editing software to create derivative images.
- 2d. Migrate files from one directory or server to another.
- 2e. Use digital asset management software to import and manage both single and complex digital objects.

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

Form B - Prerequisite Validation Form

LIB 126

1a. Identify and apply the criteria and rationale that guide the institution's selection and/or appraisal practices for their collection. (Archive or Digital Project)

1b. Apply the imaging standards and quality review criteria to create archival and derivative images using the institution's scanning system and software. (Digital Project)

SECTION B (UC/CSU REVIEW)

UC/CSU Campus	Course Number & Name	Prerequisite/Corequisite Course Number & Name
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SECTION C (REQUIRED BY STATUTE OR REGULATION)

Form B - Prerequisite Validation Form

LIB 122 Prerequisite will assure that a student has the metadata skills and knowledge of digitization project concepts to successfully perform the internship activities.

To be used for Prerequisites, Corequisites, and Advisories (Recommended Preparation)

PREREQUISITE/COREQUISITE OR ADVISORY

LIB 122

PROPOSED COURSE

LIB 126

Requirement Types

1. Prerequisite

Reasons for the Prerequisite or Corequisite

Prerequisite will assure that a student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established

SECTION A (CONTENT REVIEW)

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

LIB 122

- 1a. Compare the most widely adopted metadata schemas.
- 1b. Explain the value of authority control.
- 1c. Identify the characteristics of quality metadata.
- 1d. Build a collection making use of legacy metadata.

2a. Demonstrate skills in creating Dublin Core metadata records using digital asset management software.

2b. Demonstrate how to apply authority control to a metadata record.

2c. Identify reference tools available for implementing a particular metadata schema.

2d. Create a crosswalk between two different metadata schemas.

2e. Create documentation on the metadata practices being used for a sample digital project

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

Form B - Prerequisite Validation Form

LIB 126

1b. Apply the imaging standards and quality review criteria to create archival and derivative images using the institution's scanning system and software.

1c. Demonstrate skill in creating metadata or descriptive collection records adhering to the best practices of the institution (e.g, metadata schema, controlled vocabularies, local implementation standards)

1d. Identify the criteria being used by the institution to evaluate the quality of metadata or catalog records for items in the collection.

SECTION B (UC/CSU REVIEW)

UC/CSU Campus	Course Number & Name	Prerequisite/Corequisite Course Number & Name
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SECTION C (REQUIRED BY STATUTE OR REGULATION)

Form B - Prerequisite Validation Form

Prerequisite will assure that a student has the knowledge of digital preservation concepts to successfully perform the internship activities. We are requesting LIB 124 as a prerequisite, but these courses are likely to be scheduled in same term. We request this be listed as a prerequisite/corequisite

To be used for Prerequisites, Corequisites, and Advisories (Recommended Preparation)

PREREQUISITE/COREQUISITE OR ADVISORY

LIB 124 SURVEY OF DIGITAL PRESERVATION

PROPOSED COURSE

LIB 126

Requirement Types

1. Prerequisite

Reasons for the Prerequisite or Corequisite

Prerequisite will assure that a student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established

SECTION A (CONTENT REVIEW)

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

Form B - Prerequisite Validation Form

LIB 124

- 1a. Assess digital preservation policies and organization structures to determine readiness for digital preservation initiatives
- 1b. Identify and assess the data assets and the preservation needs of an organization and its users.
- 1c. Develop a selection process for identifying content that will be preserved long term.
- 2a. Propose recommendations for preservation tools and techniques that are useful for born digital content.
- 2b. Compare the risks and threats to the various types of digital formats.
- 2c. Construct a digital preservation plan that includes organizational infrastructure, technological infrastructure, and a resources framework.
- 2d. Contrast bit preservation with digital preservation.
- 2e. Execute a fixity check on a small group of files

PREREQUISITE, COREQUISITE, or ADVISORY COURSE

LIB 126

- 1a. Identify and apply the criteria and rationale that guide the institution's selection and/or appraisal practices for their collection.
- 1b. Apply the imaging standards and quality review criteria to create archival and derivative images using the institution's scanning system and software. (Digital Project)
- 1d. Identify the criteria being used by the institution to evaluate the quality of metadata or catalog records for items in the collection.

SECTION B (UC/CSU REVIEW)

UC/CSU Campus	Course Number & Name	Prerequisite/Corequisite Course Number & Name
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SECTION C (REQUIRED BY STATUTE OR REGULATION)

Form B - Prerequisite Validation Form