

Three Library Support Staff Certificate Programs to Support Your Goals!

Start your journey today by contacting the Programs Coordinator, and applying for free, online or in person! Programs are rolling admission.

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 FOR LIBRARIES & CULTURAL HERITAGE ORGANIZATIONS 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.

INTERESTED? LEARN MORE!

Program Information:

Library Technology
<https://libguides.pasadena.edu/libtechprogram>

Digitization Skills
+ Archives & Digital Collections
<https://libguides.pasadena.edu/Archives Digitization Certificates>

QUESTIONS? GET IN TOUCH!

Outreach Librarian and Library Technology Certificate Programs Coordinator:

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PCCLIBRARY

CERTIFICATE
PROGRAMS

LIBRARY TECHNOLOGY

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

**ARCHIVES & DIGITAL COLLECTIONS
ASSISTANT**



LIBRARY TECHNOLOGY CERTIFICATE PROGRAM

- **Earn a Certificate of Achievement**
(1 units, courses)
- **Earn an Associate in Science Degree**
(Certificate + General Education Courses)
- **Aligned with the American Library Association (ALA) Library Support Staff Certification (LSSC)**
- **Online, Evening, and Weekend Classes**

COURSES

LIB 001 COLLEGE RESEARCH SKILLS

1 unit, Online/ Classroom, Every Term

BIT 025 SURVEY of COMPUTER TECHNOLOGY in BUSINESS

1 unit, Online/Classroom, Every Term

LIB 101 LIBRARY SERVICES for SUPPORT STAFF

3 units, Classroom, Fall

LIB 102 INTRO to REFERENCE SERVICES

! Co/Prerequisite LIB 001

3 units, Hybrid, Spring

LIB 103 LIBRARY ACCESS SERVICES

3 units, Classroom, Spring

LIB 104 LIBRARY TECHNICAL SERVICES

3 units, Classroom, Fall

LIB 105A DESCRIPTIVE CATALOGING PROCEDURES

! Prerequisite: LIB 104

3 units, Online, Spring

LIB 10 LIBRARY TECHNOLOGY INTERNSHIP

1 unit, Fieldwork, Summer

* 0- 5 hrs at pre-approved internship site

DIGITIZATION SKILLS FOR LIBRARIES & CULTURAL HERITAGE INSTITUTIONS

- **Earn an Occupational Skills Certificate**
(units, 4 courses)
- **Hybrid Courses**
Meet on campus some Tuesday evenings
(:00- :10pm) along with weekly online work.

COURSES

LIB 121 INTRO to TECHNOLOGIES for DIGITAL COLLECTIONS

3 units, Hybrid, Fall

LIB 123 INTRO to COPYRIGHT ISSUES for DIGITAL COLLECTIONS

3 units, Online, Winter

LIB 122 INTRO to METADATA for DIGITAL OBJECTS

! Prerequisite: LIB 121

3 units; Hybrid, Spring

LIB 12 DIGITIZATION INTERNSHIP

! Prerequisites: LIB 121, LIB 122.

1 unit, Fieldwork, Summer

* 0- 5 hours at pre-approved internship site

GENERAL EDUCATION

LIB 001 COLLEGE RESEARCH SKILLS

1 unit, Online/Classroom, Every Term

Transfer Credit: CSU, UC

ARCHIVES& DIGITAL COLLECTIONS ASSISTANT

- **Earn a Certificate of Achievement**
(1 units, courses)
- **Expands on the Digitization Skills Certificate**
Take LIB 120, LIB 124, and PHOT 030.
- **Hybrid Courses**
Meet on campus some evenings along with weekly online work.

COURSES

LIB 121 INTRO to TECHNOLOGIES for DIGITAL COLLECTIONS

3 units, Hybrid, Fall

LIB 123 INTRO to COPYRIGHT ISSUES for DIGITAL COLLECTIONS

3 units, Online, Winter

LIB 120 INTRO to ARCHIVES & SPECIAL COLLECTIONS

3 units, Hybrid, Spring

LIB 122 INTRO to METADATA for DIGITAL OBJECTS

! Prerequisite: LIB 121

3 units; Hybrid, Spring

LIB 124 SURVEY of DIGITAL PRESERVATION

! Prerequisite: LIB 121, LIB 122.

2 units, Hybrid, Summer

LIB 12 DIGITIZATION INTERNSHIP

! Prerequisites: LIB 121, LIB 122.

1 unit, Fieldwork, Summer

* 0- 5 hrs at pre-approved internship site

PHOT 030 INTRO to DIGITAL IMAGE EDITING

! Prerequisite: PHOT 021 or Basic Photo Skills

3 units. Fall, Spring, Summer