CAPITAL COMMUNITY COLLEGE
STANDARD COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER: LIB* 103

COURSE TITLE: Computers in Libraries

COURSE CATALOG DESCRIPTION: This course provides an overview of computers in libraries and basic use and maintenance of related hardware and software. Topics covered include: computer workstation operating systems, hardware, and peripherals; integrated circulation/cataloguing/serials/acquisitions systems; Internet workstations and HTML; and library LANs.

LECTURE HOURS PER WEEK: 3

CREDIT HOURS: 3

PREREQUISITE(S): None

SECTION II

A. SCOPE:

The following topics will be presented and discussed.
1) Uses of computers in libraries
      a) systems currently in use
      b) emerging technologies
2) Computer workstations:
      a) hardware
      b) operating systems
      c) software installation
      d) peripherals
3) Integrated Library Systems
      a) cataloguing function
      b) circulation
      c) serials
      d) acquisitions
      e) interlibrary loan
      e) on-line catalog
4) The Internet
      a) Email, Telnet, FTP, IM
      b) World Wide Web

    c) HTML

    d) Web Authoring software, including Microsoft Front Page

    e) Distance Learning software, including WebCT

5) LAN's and WAN's in Libraries

COURSE OBJECTIVES: Upon the successful completion of this course, the student should be able to:

- outline the uses of computers in libraries;
- outline procedures for setting up computer workstations and installing software packages and peripherals;
- use hardware and software components of a library integrated system;
- use Internet software such as Internet Explorer and effectively utilize World Wide Web search engines;
- use HTML to create library materials for the World Wide Web;
- outline daily operational procedures and maintenance for LANs;
- explain the advantages and /or disadvantages of automated systems in library applications;
- identify the development, basic concepts, characteristics and capabilities of the various automated library systems;
- identify hardware and software components essential for automation of library functions;
- discuss current and future trends concerning computing in libraries

B. REQUIRED WORK: Determined by the instructor as described in the course syllabus, but may include assigned readings, written work and oral presentations.

C. ATTENDANCE AND PARTICIPATION: Regular class attendance is expected (Specific instructor policies are listed in the course syllabus.)

D. METHODS OF INSTRUCTION: The methods of instruction may include lecture, demonstration, discussion, in class activities, and hands-on activities.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT:
The following objectives and outcomes represent the department's core requirements for student achievement.

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of	Student will	As measured by
1. Library website development.	a) Create a mock library website, using Front Page.	• A library website that incorporates all assigned characteristics.
2. Research skills.	a) Write a paper on one type of computer application in libraries. b) Compare 2 World Wide Web search engine. c) Read and critique journal articles pertinent to course content.	• The criteria from the assignment handout. • An oral presentation and written paper. • Written journal article critiques
3. Computer applications and how they pertain to libraries.	a) Subscribe to computer library listserv.	• Listserv postings
4. Basic library computing, including hardware, software, operating systems and peripherals.	a) Explain library computing concepts and procedures.	• Quizzes

F. TEXT(S) AND MATERIALS: College level textbooks, professional journals, online databases and websites.

G. INFORMATION TECHNOLOGY: Access to online information databases, websites, cataloging systems, circulation systems, interlibrary loan systems, web authoring systems and Microsoft Office products