

# Library Science Administration/Education

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## LIBRARY SCIENCE ADMINISTRATION (LSA)

In order to meet the growing demand for trained librarians in all types of libraries, the Department offers a Library Science minor which qualifies students for paraprofessional positions and as assistants in college, public, and special libraries. Students in the College of Business, and the College of Arts and Sciences may minor in Library Science by completing eighteen (18) semester hours of coursework. Courses required for this minor are Library Science Education 401/501, 402/502, Library Science Administration 403/503, 404/504, 405/505, and 422 (School Librarian certification) or Library Science 421. School Librarian certification also requires the completion of one three-hour credit course in educational media. For information on Library Science Education courses, see the Department of Teacher Education course descriptions or the head of that Department.

403/503. School Library Administration. Credit 3 hours. Services, objectives, and standards of school libraries, and such problems in school library management as: housing and equipment, circulation routines, acquisition of materials, mechanical preparation of materials, budgets, attendance, instruction in the use of the library and publicity.

404/504. Classification and Cataloging. Credit 3 hours. Basic principles of cataloging and classifying books and non-print materials. Study of Dewey Decimal Classification system, professional cataloging tools and technology, and an overview of the Library of Congress Classification System and appropriate computer software. Two hours of lecture and two hours of laboratory a week.

405/505. Library Reference Materials. Credit 3 hours. Introduction to books and materials most commonly used in a library to answer simpler reference questions; characteristics of both general and specific reference materials (bibliographies, indices, on-line search systems, ERIC, etc.) studied in detail; methods of reference work with teachers and students; teaching the use of reference materials.

406/506. Technology for the Library Media Specialist. Credit 3 hours. This course is designed to assist the Library Media Specialist to integrate the newest technology into the library program. Instruction will cover aspects of both hardware and software appropriate to the library; purchase and efficient utilization of technology to accomplish routine library tasks, the use of on-line services and planning for future technological utilization and expansion. Requires minimal familiarity with microcomputer.

580. School Library Practicum. Credit 3 hours. Prerequisites: Teacher certification or eligibility, Library Science Education 501 or 502, or Library Science Administration 610, Library Science Administration 503, 505, and 506. Library administrative experience at elementary, middle, and secondary schools to include observation and participation in all activities in the school library. Qualified students must make application to the Departmental office one (1) semester prior to their registration for LSA 580.

610[LSED 610]. Bibliotherapy. A course designed to research and explore children's literature and investigate the technique of bibliotherapy in an effort to help children confront and solve personal problems and to enhance their self-concept.

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**401/501. Books and Related Materials for Children. Credit 3 hours. Study of reading interests of children at various age levels; principles of book selection for children; tools for selecting books and materials; particular consideration given to writers, illustrators, publishers, and editions; emphasis placed on extensive reading and evaluation of all types of literature for children; methods of presentation; examination of all types of printed and audio-visual aids.**

**402/502. Books and Related Materials for Young People. Credit 3 hours. Library in relation to educational program of the school; reading needs and interests of young people; principles of selecting books and materials for young people; aids and tools in selection; reading and evaluating many books for adolescents; methods for guidance in use of library materials; examination of all types of printed audio-visual aids.**

**408/508. Educational Material for the Classroom. Credit 3 hours. Prerequisite: Junior standing. A course designed primarily for persons who will be teaching at the elementary or secondary levels. It is designed to give a working knowledge of the theory and production of classroom teaching/learning materials. Additionally, the course will provide opportunities for students to develop proficiency in the operation and utilization of most types of school audio-visual equipment. Students may take this course as an education elective but it is not to be counted toward certification in media.**

**409/509. Instructional Design and Production of Specialized Curriculum Materials. Credit 3, 6, or 9 hours. Prerequisite: Junior standing or consent of instructor. This course is designed to help teachers research, write, and produce specialized materials for their classroom. Course materials developed might include materials such as annotated bibliographies, slide presentations, audio tapes, teachers' guides, or media kits. Students may be required to purchase instructional supplies or pay travel expenses when required.**

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