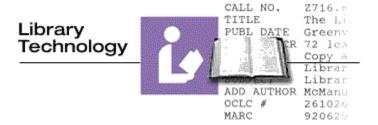**College of DuPage**

Library Technology Program

Library Practicum

Librarian's Handbook

Program Chair
Amanda Musacchio
musacchioa@cod.edu
http://cod.edu/lta
630-942-3787

Dear Library Host and Mentor,

Thank you so much for agreeing to mentor a student from the College of DuPage Library Technology Program. Our program has had more than 50 successful years due to the contributions of our area (and some distant) libraries. The Library Practicum is the student's last in a series of nine courses. The student will work with you and your library staff for 75 hours during the Practicum. To prepare for this experience, please keep in mind the following:

- The student should work in a variety of departments in your library performing hands-on duties as much as possible.
- The student is ready and prepared to work and assist you in tasks that are appropriate for a library technical assistant.
- The student should have one contact person whom they can go to with questions and when in need of directions.
- Contact me anytime with any concerns or questions about the student and the Library Practicum.

The following documents are included in this packet: Page

Thank you and please contact me with any questions.

Amanda Musacchio
Program Chair
Musacchioa@cod.edu
College of DuPage
630-942-3787

Selecting the Library
- The student should not fill a vacant position
- No financial compensation

Practicum Experience
- Total of 75 hours (or as mutually agreed upon due to the pandemic); approximately 13-16 weeks with 4-6 hours per week to complete hours of service or as you and the student mutually agree
- Hands-on experience when possible
- Students are encouraged to document their library experiences when possible with photos and documentation of their work to be used in an online portfolio.

Forms (distributed at the start of the semester):
- **Library Practicum Training Agreement** - Return signed the form (mentor and student) to the Coordinator the first week of the Practicum
- **Learning Agreement** - Return signed the form (mentor and student) to the Coordinator the first week of the Practicum. The student will review goals at the end of the Practicum to see if they were met

By the end of the Practicum, please return completed forms to the Coordinator
- **Student Progress Report(s)** completed by area supervisors
- **Primary Supervisor's Evaluation** completed by mentor

A **Site Visit** from the Program Chair should take place approximately half-way to completion of 75 hours (may not be possible due to the pandemic):
Set up a time for the Program Chair to make a short visit (30 minutes) to your site after the student has fulfilled at least half of the 75 hours.
Students who work more than one hour away from the college should set up a virtual visit with the Program Chair.

Library Tour
A photographic tour of the library will be completed by each student showing the library departments and pictures of staff with permission. No photos will be taken of patrons. NOTE: The purpose of the tour is for classroom assignments only and will not be posted online.

Suggested Projects – Student is required to complete at least one project for the library. Librarian and student decide together.
Examples:
- Displays
- LibGuide
- Database
- Archival work
- Ordering and processing of library materials

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Note: The LTA student interested in LIBRA 2600, The Library Practicum, shall contact the Program Chair the semester before the Practicum is to take place to make appropriate site arrangements. To assure a practical learning experience beneficial to both the student and the cooperating library and to avoid misunderstandings, both parties should agree upon the following conditions:

I. **Training agreement, schedule, and other requirements:**

  A. It is recommended that the Library Practicum be taken during the last semester in which the student is enrolled.

  B. It is recommended that the Library Practicum be taken after the completion of all courses; if all but one course is completed and the student is interested in doing the Library Practicum, he/she should consult with the Program Chair.

  C. The student must register for LIBRA 2600 Library Practicum.

  D. At the same time the student registers for LIBRA 2600, he/she should complete and submit a petition to graduate to the Records Office; this will ensure receiving a certificate or diploma upon completing all coursework.

  E. Semesters last 16 weeks. The Library Practicum is usually completed in 13 to 16 weeks. This allows the first week for initial activities and the last weeks for completion of the Professional Portfolio Project and evaluations to be submitted to the Program Chair so that a final grade may be awarded.

  F. The student's work schedule, once established, should not be significantly altered without the knowledge and permission of the Program Chair, the student, and the supervisor.

  G. Only one student will be placed in a library at a time.

  H. A "C" average in all LIBRA courses is required before the Library Practicum before the start of the course.

  I. A student must be able to communicate effectively in the English language before being placed in a Library Practicum. At the time of the initial contact between the student and the Program Chair, communication skills will be discussed. If the Program Chair determines that a problem does exist, a second opinion will be obtained. If necessary, the student will be referred to the ESL program. Once communications skills have been improved, the student may then apply for the Library Practicum. (If necessary, the student may be referred back to the ESL program.)

II. THE NATURE OF THE LEARNING EXPERIENCE

  A. Before the signing of the contract, the primary supervisor at the cooperating library and the Coordinator shall agree on a training plan that provides for a learning experience as described in point "B" below.

B   During the student's on-the-job learning experience, he/she should be rotated through a variety of tasks and learning experiences in most areas of the total operation of the library with emphasis on those duties normally performed by an LTA. Areas or departments in which training should be provided include the use of basic information tools, acquisitions, cataloging, circulation, and public services. An inordinate amount of time should not be spent working on projects such as taking an inventory of the collection, processing materials, or reading shelves. Observing the operations of an area should be limited; hands-on experiences should be emphasized (as possible, more observational activities may need to take place due to the pandemic). In no case is the student to be expected to perform duties not directly related to librarianship.

III. SELECTING THE PARTICIPATING LIBRARY

A. The student should not make any initial inquiries with any library regarding the Library Practicum without first consulting with the Program Chair.

B. Upon consultation with the student, the Program Chair will determine which library the student should complete his/her Library Practicum. Such factors as career aspirations, previous library experience, and availability of a library will be considered.

C. Once decided, the student, the primary supervisor at the participating library and the Chair will sign the agreement. This will probably take place at the Intern-Librarian meeting.

D. If at all possible, the student will be placed in a library which is convenient for him/her. However, priority will be given to selecting a library where the student will have the most meaningful learning experience.

IV. STUDENT STATUS

A. While earning college credit for an on-the-job learning experience, the student is to retain the status of the student. He/she should neither displace a regular worker nor occupy a fixed position with limited duties to fill a temporary vacancy on the library staff.

B. The Library Practicum worker is a student. His/her compensation is knowledge, experience, and college credit. The cooperating library is not expected to pay a wage, nor to receive compensation from the student or the College of DuPage.

V. COMMUNICATION

A. A student's request for extraordinary time off, for whatever reason, should be cleared with both the cooperating library and the Program Chair. Arrangements must then be made to make up the lost hours of training.

B. Any serious irregularities in attendance, punctuality, attitude, or general professional behavior should be brought to the attention of the student and the Program Chair.

C. Both the cooperating library and the student are encouraged to recommend to the Chair an early termination of the Library Practicum if either party consistently fails to abide by the agreements made between them.

VI. CONCLUSION OF THE LIBRARY PRACTICUM AND EVALUATION

A. Progress Reports (p.10) must be completed by the supervisor of each area in which the student worked during the Library Practicum; these forms should be given to the primary supervisor who will review them and then submit them to the Program Chair.

B. The primary supervisor at the cooperating library will complete and return to the Coordinator the Primary Supervisor's Evaluation Form (p.11). All forms must be returned to the Program Chair at the end of the Library Practicum so that a final grade may be awarded.

C. The student will submit a Professional Portfolio and the Student Evaluation of the Library Practicum form. The student will have a chance to review the evaluation forms sent by the host library.

College of DuPage
College of DuPage **Library Technology Program** **Library Practicum** **Suggested Performance Activities** **for Specific Areas in a Library**

Reference:

1. Determine when to refer a question to the librarian or the supervisor.
2. Answer directional questions.
3. Answer ready-reference questions involving the use of print and online basic information tools.
4. Assist patrons using databases and catalog with questions related to periodicals, finding articles, and citations.
5. Demonstrate the use of the computer catalog and website to patrons as needed.
6. Assist patrons with basic instructions on the use of online databases.

ILL/OCLC:

1. Process interlibrary loan and holds requests.
2. Search OCLC database as needed.
3. Read and interpret an OCLC screen or printout.

Media and Technology:

1. Assist patrons in the use of library technologies.
2. Assist patrons in work areas, such as computer labs and Maker Spaces.

Acquisitions:

1. Verify bibliographic data for ordering by using as many tools as possible: such as books, Books in Print online or in print, OCLC, World Cat, etc.
2. Check for possible duplication of titles before ordering.
3. Place orders (using a computer, if possible).
4. Check materials received against packing slips, invoices, and order files to indicate receipt and to identify discrepancies.
5. Check titles on a bibliography through the catalog and note library holdings.
6. Identify conditions under which it is necessary to refer a problem to the librarian or supervisor.

Cataloging/Processing:

1. Verify cataloging in CIP records or on OCLC or other available print or online sources for selected print and non-print materials.
2. Verify subject headings for selected MARC records.
3. Add copies and new editions to the collection.
4. Process books and non-book materials.
5. Repair damaged materials and identify those that should be sent to a bindery.

Circulation:

1. Register borrowers.
2. Charge and discharge materials.
3. Process overdue materials and collect fines.
4. Place materials on reserve.
5. Place materials on hold.
6. Keep circulation records.
7. Arrange trucks of materials in LC or Dewey order to be re-shelved.
8. Re-shelve trucks of books.
9. Identify conditions under which it is necessary to refer a problem or question to a librarian or supervisor.

Public Services:

1. Write publicity or help produce a brochure for a library program or service.
2. Develop a bibliography or "pathfinder" on a topic or book genre.
3. Plan and do a story hour, book talking session, movie program, etc. for children or young adults.
4. Produce a poster or display for the library.
5. Produce web pages and other online information, such as WordPress, Pinterest, Facebook, Instagram, etc.

College of DuPage Library Technology Program
College of DuPage Library Technology Program **Library Practicum Training Agreement**

Student Intern:

Library:

Library Address:

**Library
Telephone:**

**Primary
Supervisor:**

Number of hours intern will work per week:

Number of weeks intern will spend at the library:

Beginning and concluding dates of field experience:

Areas in which intern will be assigned:

I agree to the above conditions, as well as those stated in the *Guidelines for Library Practicum*, which I have read before signing below.

_____   _____
Student   Date

_____   _____
Primary Supervisor   Date

_____   _____
Program Coordinator   Date

College of DuPage
Library Technology Program

Student Progress Report

The supervisor of **EACH** area where the intern has worked should complete this form and return it to the primary supervisor.

Please email forms to musacchioa@cod.edu

Name of Supervisor:

Name of Intern:

Library:

Area of Library:

Total Hours Worked in This Area:

Assessment: (Describe each activity in which the intern was involved in your area. Rate the degree of skill with which the intern accomplished each task: 3 - above average/very proficient; 2 - average/acceptable proficiency; 1 - below average.)

ACTIVITY   **DEGREE OF SKILL**

Comments:

_____
Supervisor's Signature   Date

College of DuPage
Library Technology Program

Primary Supervisor's Evaluation of the Student

Please complete and return to the Program Coordinator **at the conclusion of the Library Practicum.** The primary supervisor should review Student Progress Reports written by area supervisors before this report is written.

The written assessment should be one to two paragraphs. It should describe the experience and the student's performance during the field experience.

All forms should be e-mailed to:

musacchioa@cod.edu

Name of Intern: Library:

Assessment:

Please give your Practicum student an **overall rating based on employability**:

        1------2------3------4------5------6------7------8------9------10

Comments:

_____
Signature of Primary Supervisor   Date

- If you can sponsor another student in the near future, please indicate your interest during your next available time:

   Fall   _____

   Spring   _____

You may also be contacted next semester to participate in our e-portfolio reviews. Each professional reviewer will rate two students based on a rubric. Reviews take place during the last week of the college semester. All reviews are completed via email.

Thank you for mentoring and training our College of DuPage Library Practicum student and for your contribution to our profession of Librarianship.

The College of DuPage Library and Information Technology program is an approved course provider for the Library Support Staff Certification sponsored by the American Library Association.

     http://ala-apa.org/lssc/approved-courses/approved-course-providers/

Our program holds a Completion/Dual Admission Agreement with Dominican University in River Forest, IL.

     http://cod.edu/programs/library_technology/pdf/dual_admission_agreement.pdf

Library and Information Technology program information   http://cod.edu/lta