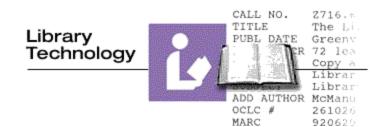# College of DuPage

Library Technical Assistant Program

STUDENT LIBRARY

PRACTICUM INFORMATION

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College of DuPage

Library Technical Assistant Program
Library Practicum Information Booklet

TO L.T.A. LIBRARY PRACTICUM STUDENTS

Congratulations! You have worked hard to successfully complete your LTA classes, and now you are prepared to plan for your Library Practicum experience. This will be a busy time, full of rewarding accomplishments.

I have compiled this booklet to help answer the many questions that students have. Please print it, save it, read it very carefully and then READ IT AGAIN! The first step will be to complete your **Student Profile** listed on p. 4 and send it to me via email. You will eventually be sending your "Student Profile" to the director of the library hosting you during your library practicum. Also submit your "Library Choices" (p.5) form for approval. I will respond to you to indicate which library would be the best place to start your placement process.

Some students must find the time to devote to this part of the program while they are working full-time. Please keep in mind that library staff must be available to train you; remember to be as flexible as possible in the hours you offer. Turn in your forms as soon as you have decided which semester you will be doing your Library Practicum. Please call me at 630-942-2787 or email if you have further questions.

> # College of DuPage
> # Library Technology Program
> # Library Practicum
> # Initial Steps to Get Started

Use this checklist to help you begin the Library Practicum process.
All the forms mentioned are included in this booklet.

1. You should have completed eight LIBRA courses prior to taking the Practicum. Complete two forms: the **Student Profile (p. 4)**, and **the LTA Library Practicum Library Information Form (p. 5)**. Submit these to the LTA Coordinator as email attachments. Make an appointment with the Library and Information Technology Chair before contacting any potential sites.

2. Read the **Guidelines for Library Practicum (pp. 8-11)** carefully. They will answer many questions about the program. Keep in mind that there will are required assignments on Blackboard in addition to your 75 Practicum hours.

3.
 Register for LIBRA 2600 Library Practicum on your registration date. The appropriate course codes will be in the class schedule online http://www.cod.edu/schedule/ . You will need to contact the Program Chair to obtain a registration permit.

4. Complete the **Petition for Degree or Certificate** form.
https://www.cod.edu/registration/records/forms/application_degree_certificate.aspx

College of DuPage
Library Technology Program LTA Student Profile

Send this information to the Program Chair. This form will be a way to introduce you to your host library.

Name:

Home Address: **Home Telephone:**   (   )

Place of Work:

Work Address: **Work Telephone:**   (   )

E-mail Address:
(To use for regular correspondence with college)

Educational Background:

Work Experience:

Other Pertinent Information: (Special Interests, Abilities, Experiences, etc.)

Days/Hours Available for Library Practicum:

College of DuPage Library Technology Program
Library Practicum Library Choices Information Form

Contact the Program Chair for library contact information. Email the completed form to the Program Chair. You will receive a reply that will indicate which library you should contact first. Do not contact any library without prior permission from the Program Chair. Do not contact more than one library at a time.

Name:_____

(As it appears on student records)

1st Choice:
Type of library (academic, public, school, special):_____
Library name:_____
Library address:_____
Library city, state, zip:_____
Name of contact person for my Library Practicum:_____
Title of contact:_____
  Email of contact: _____
2nd Choice:
Type of library (academic, public, school, special):_____
Library name:_____
Library address:_____
Library city, state, zip:_____
Name of contact person for my Library Practicum:_____
Title of contact:_____
  Email of contact:_____
3rd Choice:
Type of library (academic, public, school, special):_____
Library name:_____
Library address:_____
Library city, state, zip:_____
Name of contact person for my Library Practicum:_____
Title of contact:_____
  Email of contact:_____

The Library Practicum - Background and Procedures

Congratulations for completing all your LTA coursework. You are now ready to begin your Library Practicum. The Practicum allows you to gain experience as a Library Technical Assistant. When you complete this course you will have 75 hours of hands-on experience in a library. You will also be able to incorporate this experience into your professional resume. The assignments you complete on Blackboard will guide you through the process of creating your professional online portfolio. When you complete this class, you will be ready to enter the library world as a certified Library Technical Assistant. The tools you will create in your Practicum seminars are:

- A current resume that highlights your recent library experience
- A professional web page
- A portfolio that highlights your
- Philosophy of service as an LTA
- Goals
- Skills and abilities
- Work samples

Procedures to begin the Library Practicum
Follow these steps to begin your Library Practicum

1. Contact the Program Chair via email **one semester before** you are ready to begin the Practicum.
2. Fill out the "Student Profile" and "Library Choices" forms and return them via email to the Program Chair.
3. The Program Chair will review the profile and library choices.
4. You will be notified via email as to which library you should contact first.
5. You will be provided with a letter of introduction.
6. You may contact your library via email, phone, or set up a personal appointment.
7. Use the letter of introduction and your "Student Profile" to introduce yourself and to request to do your Practicum hours at the library of choice.
8. Notify the Program Coordinator via email when the library accepts you for the Practicum.
9. If the library is unable to accommodate your practicum, notify the Program Chair to discuss a second or third choice.

10. After the library accepts you for your Practicum hours, you will send a thank you letter to the host library and include an invitation to set up an initial meeting on a mutually agreed upon date to take place any time after the official start of the semester. You will also include some background materials about the Practicum that the Program Chair will send you.
11. Begin your Practicum hours after your official meeting with your Practicum supervisor.

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College of DuPage

Library Technology Program

Practicum Fact Sheet
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The Library Practicum is required of every student
who has completed the course work in the Library Technical Assistant Program at the College of DuPage. It is the capstone course and must be finished in order to receive the LTA Certification. Generally, the student selects three library sites of interest. Every attempt is made to accommodate the interests of the student. Students need to notify the Program Coordinator <u>one full semester </u>before the Field Experience.

FACTS ABOUT the Library Practicum
- The student is required to serve 75 hours of time spent in relevant "hands on" work in a library.
- These hours are served within the time frame of the College's semester.
- The goal of the Practicum is *hands on* practice in most, if possible, areas of the library.
    - The suggested areas are: technical services, circulation, public services, audiovisual, reference, acquisitions, children's services, and in some cases, the business office.
- Students are not paid for this experience.
- If it is not possible for the student to go to all areas of the library, another possibility of work can be discussed.
- As a service to the library and to provide the opportunity of give and take, the student can work on a special project or special service.
- A meeting is held to initiate the process, introduce the student to the librarian/supervisor, and begin the Practicum.
- At the meeting, the supervisor/librarian will receive a packet of information (if it was not sent via email beforehand) including the performance evaluation forms needed to evaluate the student.

The Library Practicum is a very valuable learning opportunity. Although some students have worked in libraries, many have not. This opportunity introduces students to the world of library work in a very meaningful and productive fashion. Students will produce a culminating project consisting of a professional portfolio web page. The student resume will reflect the experiences provided by you.

College of DuPage
Library Technology Program
Library Practicum Guidelines

Note: The LTA student interested in LIBRA 2600, The Library Practicum, MUST contact the Program Coordinator the semester before the Practicum is to take place so that arrangements may be made. The Student Profile and the Library Choices Form must be returned before contacting a site. The Practicum is not offered in the summer term since it is only eight weeks. All classes before LIBRA2600 should be completed before entering the Practicum.

In order 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, & 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 Coordinator.

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 course work.

E. Semesters last 16 weeks. The Library Practicum is usually completed in 12 to 14 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 Chair so that a final grade may be awarded.

F. In order to meet state requirements for the correct number of hours for Library Practicum, written assignments will be completed in the Blackboard course. The sessions will cover valuable information on the job market, resume writing, interviewing tips, and professional portfolio development. The assignments will conclude with a presentation and evaluation of the online portfolio.

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

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

I. A "C" average in all LTA courses is required before the Library Practicum is started.

J. 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 Coordinator, communication skills will be discussed. If the Coordinator determines that a problem does exist, a second opinion will be obtained. If necessary, the student will be directed 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. Prior to 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. The primary supervisor at the library must agree that <u>Progress Reports</u> will be completed by the supervisor of each area in which the student works.

B. During the course of the student's on-the-job learning experience, he/she should be rotated through a variety of tasks and learning experiences in all areas of the total operation of the library with emphasis on those duties normally performed by an LTA. Areas or departments in which training must be provided include: 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 must be emphasized. In no case is the student to be expected to perform duties and errands 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 coordinator.

B. Upon consultation with the student, the Program Chair will determine which library the student should do 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 Coordinator 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 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 Coordinator. 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 Coordinator.

C. Both the cooperating library and the student are encouraged to recommend to the Coordinator 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.12) 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 Coordinator.

B. The primary supervisor at the cooperating library will complete and return to the Coordinator the <u>Primary Supervisor's Evaluation Form (p.13)</u>. All forms must be returned to the Coordinator at the end of the Library Practicum so that a final grade may be awarded.

C. All students will submit a Professional online Portfolio and the <u>Student Evaluation of the Library Practicum</u> form. The student will have a chance to review the evaluation forms sent by the host library.

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.

Forms should be emailed to the Program Chair
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 **one week after 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** (or mailed) to:

Library & Information Technology
 College of DuPage Library
425 Fawell Blvd.
Glen Ellyn, IL 60137

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:

_____
Primary Supervisor   Date

> # 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 to the supervisor.
2. Answer directional questions.
3. Answer ready-reference questions involving the use print and online basic information tools.
4. Assist patrons using the online databases and catalog with questions related to periodicals, finding articles, and citations.
5. Demonstrate use of the computer catalog and web site 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 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 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 the 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, Twitter, etc.