COURSE TITLE: Library Practice

<table>
<thead>
<tr>
<th>Level of Difficulty</th>
<th>Estimated Homework</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
<td>0-30 Minutes</td>
<td>District:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.0 GPA or higher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department Suggestion:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.0 GPA or higher</td>
</tr>
</tbody>
</table>

Course Description:

Library Practice is a peerteaching class. Students will provide assistance to library users. This class is ideal for students who enjoy helping others.

Library Practice is a work experience class. Students will practice skills employers look for. Responsibility, dependability, initiative, and attention to detail are stressed in this course, as well as communication and organization skills.

Library Practice is a library exploration class. Students will be personally enriched and gain additional knowledge through increased access and contact with library resources. The class is ideal for students who love to read.

Course Objectives

Upon successful completion of this class, students will:

- Demonstrate understanding of the Dewey Decimal Classification (DDC) system, and how books are organized in the library.

- Demonstrate understanding of library policies and procedures.

- Demonstrate understanding and appropriate use of library resources.

- Demonstrate understanding of proper shelf maintenance, including neatness, proper shelf placement, and proper shelf order.

- Demonstrate effective communication skills needed to interact effectively with library users.

- Demonstrate ability to monitor progress as well as to assess and improve performance.

- Demonstrate reliability and determination in task completion.

- Demonstrate appropriate behavior for a work setting.
Grading:

An academic grade is based on the following:

- Attendance
- Work habits
- Attitude
- Circulation desk performance
- Shelf Maintenance
- Individual and group responsibilities

Syllabus:

https://docs.google.com/document/d/1vnJLeTvVSg-S0KBKV4mXi35LeZHeNEdUL5tKb2-hW60/edit

Supplemental Information:

5 credits

Graduation requirement: Electives