

# Introduction to Technical Services and Circulation (aka behind the scenes)



## Library 1228

Instructor: Dale West or Chris Reimer

# Instructors

- In class



Dale West

- Online



Chris Reimer

# LIBR 1228

- introduction to the selection, acquisition, processing, circulation and maintenance of print materials in libraries.
- looks at the circulation desk, and task undertaken there by library techs.



# Course Objectives

- collection development policies in libraries
- the budget process as it relates to the purchase of library materials
- tools used to perform selection and acquisitions tasks
- perform collection development and acquisitions tasks using library related software
- compare ILL and document delivery
- process, maintain and weed physical library collections

## Course objectives (cont'd)

- circulation policies and procedures
- discuss customer service skills in the context of the library circulation desk
- circulation supervisors
- intellectual freedom and challenges to library materials and services
- discuss current trends in technical services and circulation departments

# Evaluation

- Participation : 10%
- 5 Exercises: 5% each for a total of: 25%
- 3 Quizzes: 5% each for a total of: 15%
- 2 Major Assignments:
  - Assignment 1: 15%
  - Assignment 2: 15%
- Final Exam: 20%

# Participation 10%

- Based on:
  - Some forum postings
  - Classroom discussions and activities

# Exercises

- 5 exercises, each worth 5% for a total of 25% of your grade.
- Each on a different topic related to materials covered.

Topics include:

- Verification
- Serials
- Circulation
- Filing
- ILL

# Quizzes

- 3 quizzes each worth 5% for 15% of final mark
- All are open book
- Completed in half an hour.

# Major Assignments

- Assignment worth 15% of grade on collection development and acquisitions
  - Individual assignment
- Assignment worth 15% of grade on circulation policies, marketing and technical writing
  - Group Assignment

# Final Exam

- 20% of final grade
- Open book
- Two hours long

# Hands-On Activities

- Try to make this course as practical as possible
- Use actual websites and library software when possible.
- Bring in experts as guest speakers

# Readings

- No required text
- Readings will be required and will be found online or in Course reserves in the Langara Library

# Any Questions?

