

ORANGE UNIFIED SCHOOL DISTRICT  
**LIBRARY MEDIA SCIENCE**

Semester/Year Course

**GRADE LEVEL:** 8 - 12

**PREREQUISITES:** Approval of Media Specialist

**INTRODUCTION TO THE SUBJECT:**

Students enrolled in this course will receive practice in the daily operation of the middle school library media center. Various independent study skills will be learned, enriching their use of this facility for the rest of their school career. Various career opportunities in the field of library science will also be explored. Specifically, the students will expand their talents and skills, as well as enrich their learning opportunities in areas of research ability, clerical tasks, technical functions, and creative experiences.

**COURSE OBJECTIVES:**

**BY THE END OF THE COURSE THE STUDENT WILL BE ABLE TO:**

- Give specific instruction in locating materials and using many types of materials in research.
- Will have obtained actual on-the-job experience in the various clerical tasks involved in working in the center.
- Instruct and work with other students on an individual basis.
- Will have been exposed to career opportunities available in the field of library science, of both a professional and clerical nature.

**COURSE OVERVIEW AND APPROXIMATE UNIT TIME ALLOTMENTS:**

I. Pull books for displays, teaching units, or reserve shelves	Ongoing
II. Process new library books, media, and textbooks	Ongoing
III. Answer telephone	Ongoing
IV. Learn circulation desk routines for all media (check out details)	Ongoing
V. Use large and small audio visual equipment, computers, and related technology	Ongoing
VI. Shelve media (print and non-print) using Dewey Decimal System	Ongoing
VII. Assist in inventories of all media and supplies	Ongoing

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| VIII. Help design and create bulletin boards                      | Ongoing |
| IX. Collaborates in formal and informal study and research groups | Ongoing |
| X. Other functions as appropriate to the individual media center  | Ongoing |

DATE OF LAST CONTENT REVISION January 1995

DATE OF CURRENT CONTENT REVISION August 2009