Foundations Competency - Course Map

Instructions:

Please complete each section under each competency. If the course(s) does not cover that competency, please indicate no coverage in the map.

Mapping multiple courses? If your program covers the competencies in two or more courses, please complete information for all courses in Part One. In addition, if you are describing two or more courses, under the individual competencies, please indicate which course you are describing by including its course number.

Definitions:

Methods mean any material that you present to cover the content of a particular competency. Methods could include lectures, power point presentations, video or/and audio presentations, field trips, or guest speakers.

Readings includes any text material assigned to your students. We understand that many instructors change the readings frequently. For the purpose of the map, please include the course's most current reading assignments. If you assign chapters in a textbook, please include the title of that chapter. Readings also include any viewing or reading of videos or other artifacts.

Assignments include any activities that you require students to complete. The summary assessment should also list the assignments. If you require discussion board posts, please give the topic of that discussion assignment. For the purpose of the map, please include the course's most current board topics. We understand that many instructors change discussion boards assignments as needed.

Assessments include any way that you use to evaluate if students have mastered that particular competency. For example, if a final exam includes questions about a competency, then include "final exam" on the map. You do not need to include the particular questions.

Part One: Course Information

If the course syllabus contains this information, you do not have to repeat the information in Part One.

Course Description:
Course Outcomes or Student Learning Outcomes:
Description of each assignment:
Description of each assessment:
Description of how students interact with the instructor and with each other:

Part Two: Competency-Course Map

Competency 1: Library Support Staff (LSS) know the mission and roles of a library in its community and the mission of libraries in general.

Methods:
Readings:
Assignments
Assessments:

Competency 2: LSS know the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues.

Methods:
Readings:
Assignments:
Assessments:

Competency 3: LSS know the roles of library support staff and other staff in different types of libraries.

Methods:
Readings:
Assignments:
Assessments:

Competency 4: LSS know the responsibilities of and the relationships among library departments or functional areas.

Methods:
Readings:
Assignments:
Assessments:

Competency 5: LSS know basic principles of:

- reference and information services;
- circulation, including interlibrary loan and collection maintenance;
- current cataloging and classification systems;
- acquisitions and collection development.

Methods:
Readings:
Assignments:
Assessments:

Competency 6: LSS know how libraries are governed and funded, including how libraries fit within larger organizations or government structures.

Methods:
Readings:
Assignments:
Assessments:

Competency 7: LSS know the value of cooperating with other libraries to enhance services.

Methods:
Readings:
Assignments:
Assessments:

Competency 8: LSS understand their responsibility to pursue all available means to keep their knowledge and skills current, including involvement in professional associations.

Methods:
Readings:
Assignments:
Assessments:

Competency 9: LSS understand the basic principles of and practice quality customer service.

Methods:
Readings:
Assignments:
Assessments:

Competency 10: LSS communicate and promote the library's mission and services to staff, volunteers, uses, and the community.

Methods:
Readings:
Assignments:
Assessment:

Competency 11: LSS recognize and respond to diversity in user needs and preferences for resources and services.

Methods:

Readings:
Assignments:
Assessments:

Competency 12: LSS demonstrate the ability and willingness to uphold policies and decisions and know when exceptions are appropriate.

Methods:
Readings:
Assignments:
Assessments: