INTRODUCTION

Library Science (code 22053) is a recognized high school course within the South Dakota state system. As with any course, it is suggested that the syllabus includes clear expectations and grading procedures.

The course description states:
Library Science provides students an opportunity to work in the library or media center.

Duties may include the following:
- collecting, distributing, and categorizing materials
- utilizing educational technology and social networking
- assisting students and teachers
- performing clerical duties

Students learn strategies for teaching others while gaining experience in library science and educational technology.

This framework is intended to serve as a guide or "menu" for school districts to use in designing a local Library Science course. It is a starting point to check for information and resources in building a course syllabus. Offering a Library Science course allows students to explore the possibility of a future career while gaining real-world experience.
COURSE GOALS

Explore career possibilities
- librarian (school, public, academic, special)
- educator
- technology specialist

Gain real-world work experience
- work within local library policies and procedures
- transfer literacies to post-secondary environment
- recognize problems, identify solutions, and/or seek help

Develop positive work behaviors and skills
- exemplify effective communication skills (read, write, speak, listen)
- practice responsibility and initiative
- demonstrate punctuality and cooperation

COURSE ENROLLMENT

Criteria: Enrollment criteria will be developed at the local level for this elective course. The course may be a one-or-two semester class as determined at the local level.

Application: Students may complete an application similar to an employment application as constructed by the supervising teacher-librarian.

COURSE EVALUATION

- portfolio of projects/activities
- reflection journal/essay
- research project/presentation
- performance evaluation
- resume and cover letter
- student survey
- parent survey
- exit interview
- performance rubric
- lesson and/or unit plan
EXAMPLE COURSE CONTENT FOR THE TEACHER-LIBRARIAN

Procedures & Expectations: policy manuals, handouts, performance rubric, project timeline

Orientation/Training: facility tour, safety and evacuation procedures, confidentiality and privacy, telephone and personal computer use, classroom management, basic office skills

Letter of Reference: job application, scholarships, post-secondary entrance requirements

EXAMPLE COURSE CONTENT FOR THE STUDENT

Learning and Teaching: lesson plans, storytime presentations, research assistance, book club, book fair, readers’ advisory, celebrations, other programming activities

Technology: circulation, cataloging, subscription e-resources, audiobooks, ebooks, e-readers, video streaming, other digital devices and educational technology

Clerical: retrieving and shelving materials, copying, collection maintenance & processing

Communication: library website, blog, wiki, podcasts, vodcasts, displays, infographics, announcements, print handouts, pathfinders, social networking, personal interactions

Interpersonal: service habits and attitudes, appropriate dress/ grooming, time management, attendance, independence

Critical Thinking: using creativity and imagination, organizing work space and projects, self-assessing and evaluating performance

Career Exploration: site visits to other types of libraries, college or technical program

ADDITIONAL RESOURCES

Capstone Experiences (doe.sd.gov)
Learning Express Library (library.sd.gov)
SD Content Standards (doe.sd.gov)
SDMyLife (sdmylife.com)
SD School Library Standards (library.sd.gov)
SD School Library Guidelines (library.sd.gov)
SD Service Learning (doe.sd.gov)