

Area of Interest: Community and Social Services

Library and Information Technician

Ontario College Diploma

Program Code: 0440X01FWO

2 Years

Ottawa Campus

Our Program

Turn your passion for research, literacy and information into a rewarding career.

The two-year Library and Information Technician Ontario College Diploma program provides you with a broad range of knowledge and experiences for the library and information management field.

This unique program teaches skills that deal with both technical and public service considerations. Technical services involve manual and automated operations related to collecting, processing and organizing material. Public services involve assisting or teaching clients in finding or using information resources.

An emphasis on exposing students to the latest technologies, trends and developments in the library and information field enables students to graduate job-ready.

Benefit from small class sizes. Learn from professors with industry experience. Test your knowledge and skills through hands-on classroom activities and work field placements.

Field placements take place in:

- schools
- public, government, and academic libraries; or
- archives, records and information management organizations

Through field placements, you develop relevant industry connections, preparing you for work in the field.

SUCCESS FACTORS

This program is well-suited for students who:

- Enjoy serving the public, working with teams and have good interpersonal skills.
- Have strong English communication skills, verbal and written.
- Possess a good general education and knowledge of current events.
- Are well-organized and have the ability to analyze information.
- Pay attention to detail and work with a high degree of accuracy.
- Are flexible, adaptable, self-motivated and work well independently.

Employment

Upon graduation, you may find work in a variety of settings, bringing your passion for literacy, research or information to benefit your co-workers, customers or stakeholders.

Whether it is helping children discover a passion for reading, or assisting a colleague with finding the exact information they need, the skills developed in this program can open up many different

possibilities for a rewarding career.

Learning Outcomes

The graduate has reliably demonstrated the ability to:

- Acquire, loan, borrow, and maintain book, serial and online collections, using procedures for bibliographic verification, vendor selection, order production, and fund management.
- Derive, edit and/or create catalogue records using internationally accepted cataloguing rules with MARC coding in national bibliographic utilities, and computer-based systems.
- Conduct reference interviews, analyze information requests in a variety of topic areas, provide instructional assistance, and perform searches using current, relevant and authoritative resources.
- Assess client needs and provide effective client service to distinct client groups in various library, archive or information management settings.
- Develop and prepare promotional materials, library programming, bibliographies, finding tools and reports using word processing and publishing programs.
- Design relational databases, web sites and use integrated library systems and other library related software according to current standards.
- Identify different types of libraries and topics related to library science such as the publishing industry, freedom of information, censorship and copyright.
- Recognize, identify and perform duties in an archive, records management or information management setting and apply metadata to online resources.
- Outline theories and practice of library management and apply skills in staff supervision, conducting primary research, marketing library services and budget preparation.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

Program of Study

Level: 01	Courses	Hours
ENL1813S	Communications I	42.0
LIB2001	Descriptive Cataloguing I	42.0
LIB2002	Reference I	42.0
LIB2003	Introduction to Libraries	42.0
LIB2025	Acquisitions	42.0
LIB2026	Archives and Records Management	42.0
Elective: choose 1	Courses	Hours
FLS3000	French as a Second Language Beginner I	48.0
FLS3001	French as a Second Language Beginner II	48.0
Level: 02	Courses	Hours
ENL0051	Readers' Advisory Services: Children and Youth	42.0
LIB2020	Client Services	42.0

LIB2021	Descriptive Cataloguing II	42.0
LIB2022	Subject Analysis and Indexing	42.0
LIB2023	Information Retrieval	42.0
LIB2024	Internet Applications	42.0
Elective: choose 1 Courses		Hours
FLS3001	French as a Second Language Beginner II	48.0
FLS3002	French as a Second Language Beginner III	48.0
Choose one from equivalencies: Courses		Hours
GED0440	General Education Elective	42.0
Level: 03 Courses		Hours
ENL0069	Professional Communication for Library Technicians	42.0
LIB2031	Introduction to Metadata	33.0
LIB2032	Dewey Decimal Classification	33.0
LIB2033	Reference II: Special Topics	33.0
LIB2034	Emerging Library Technologies	33.0
LIB2035	Basics of Library Management	33.0
Electives: 1 with Departmental Approval Courses		Hours
LIB2030	Field Work I	100.0
LIB2038	Directed Research Seminar	100.0
Choose one from equivalencies: Courses		Hours
GED0440A	General Education Elective	42.0
Level: 04 Courses		Hours
ENL0053	Readers' Advisory Services: Adults	33.0
LIB2042	Library of Congress Classification	33.0
LIB2043	Reference III: Science and Technology	33.0
LIB2044	Marketing	33.0
LIB2045	Library Software	33.0
LIB2047	Field Work II	100.0
LIB2050	Cultural Artifact Appreciation	33

Fees for the 2023/2024 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at <https://www.algonquincollege.com/fee-estimator>.

Further information on fees can be found by visiting the Registrar's Office website at <https://www.algonquincollege.com/ro>.

Fees are subject to change.

Additional program related expenses include:

- Books and supplies cost approximately \$100 for the first year and \$200 for the second year and can be purchased from the campus store. For more information visit <https://www.algonquincollege.com/coursematerials>.

Admission Requirements for the 2024/2025 Academic Year

College Eligibility

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 (subject to change) will be charged.

Program Eligibility

- English, Grade 12 (ENG4C or equivalent) with a grade of 65% or higher.
- Word processing and Windows Operating System skills are recommended prior to beginning the program.
- Applicants with international transcripts must provide proof of the subject-specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).
- IELTS-International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; **OR** TOEFL-Internet-based (iBT) Overall 88, with a minimum of 22 in each component: Reading 22; Listening 22; Speaking 22; Writing 22; **OR** Duolingo English Test (DET) Overall 120, minimum of 120 in Literacy and no score below 105.

Not sure if you meet all of the requirements? Academic Upgrading may be able to help with that: <https://www.algonquincollege.com/access/>.

Should the number of qualified applicants exceed the number of available places, applicants will be selected on the basis of their proficiency in English.

Police Records Check Documentation:

Though not an admission requirement, applicants must note important information listed below regarding Police Records Check program requirements.

Students must provide the College with a current Police Records Check for Service with the Vulnerable Sector (PRCSVS) prior to the deadline identified by the department and students are responsible for any associated costs. If this documentation is not submitted on time, students may not be placed and registration in the program will be jeopardized. If you register in the program without a clear PRCSVS and as a result are unable to participate in placement, you will not be able to graduate and will be asked to withdraw.

Field Placement Eligibility:

To be eligible for placement in your second year, you must submit proof of a PRCSVS, which will be retained on your departmental file and used only for purposes related to your placement. You will be required to disclose the contents of the PRCSVS, including all notations, to the placement agencies.

It is your responsibility to obtain the PRCSVS from your local Police Department prior to the

deadline identified by your Department and to pay any associated costs. It may take a long time to obtain this documentation; please submit your application as early as possible. Should you require further information, contact the Program Coordinator.

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Application Information

LIBRARY AND INFORMATION TECHNICIAN
Program Code O440X01FWO

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca
60 Corporate Court
Guelph, Ontario N1G 5J3
1-888-892-2228

Students currently enrolled in an Ontario secondary school should notify their Guidance Office prior to their online application at <http://www.ontariocolleges.ca/>.

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants please visit this link for application process information:
<https://algonquincollege.force.com/myACint/>.

For further information on the admissions process, contact:

Registrar's Office
Algonquin College
1385 Woodroffe Ave
Ottawa, ON K2G 1V8
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
TTY: 613-727-7766
Fax: 613-727-7632
Contact: <https://www.algonquincollege.com/ro>

Additional Information

The Library and Information Technician program consists of courses that are delivered in a variety of formats including face-to-face in a classroom, hybrid (combination of classroom and online learning) and fully online.

Class schedules vary from semester to semester and courses may be scheduled between the hours of 8 a.m. and 10 p.m. Students participate in all three types of learning.

Students are strongly encouraged to improve their French language skills to maximize job opportunities, particularly those available in the Ottawa area which require bilingualism. Students are tested in the first week of classes and placed in the French course appropriate to their level. Students exceeding the program levels are granted exemptions as appropriate.

Students may apply for transfer of academic credits from Algonquin College (internal transfer) or from other institutions (external transfer). College Policies AA09 and AA10 apply to transfer of credits. For more information visit: <https://www.algonquincollege.com/policies/>.

Students may apply for credit by challenging courses using Prior Learning Assessment and Recognition (PLAR). College Policy AA06 applies to PLAR. Students pay a fee for each course they wish to be exempt from and, through either a portfolio or challenge examination, a PLAR may lead to the acceptance of work and life experience in lieu of taking certain courses. For more information visit: <https://www.algonquincollege.com/plar/>.

Library and Information Technicians are often in contact with the public and frequently engage with others in a team environment. As such, interpersonal skills and the ability to communicate effectively both verbally and in writing are considered crucial skills for our graduates.

ACADEMIC PROBATION:

Students who have two or more F grades in a given term or whose term grade point average falls below 1.7 are considered to be on academic probation (Policy AA14 Grading System). This requires the student to meet with their academic advisor or coordinator to sign a learning contract which identifies the conditions which must be met to continue in the program. Students who do not meet the terms of their learning contract are withdrawn from the program.

Contact Information

Program Coordinator(s)

- Helena Merriam, <mailto:merriah@algonquincollege.com> , 613-727-4723, ext. 5338

Course Descriptions

ENL0051 Readers' Advisory Services: Children and Youth

Literacy is an essential life-long skill that school and public libraries are uniquely positioned to help children and youth develop. Using a life-stage approach, students familiarize themselves with a broad range of books and other library material that they can promote to their future patrons while utilizing their knowledge of child and teen literacy development. In addition, students create, market and deliver library programs targeting various age groups. Learning how to place the right books in the right hands at the right moment ensures students become valuable and contributing members of their community.

Prerequisite(s): ENL1813S

Corerequisite(s):none

ENL0053 Readers' Advisory Services: Adults

When searching for reading material, readers often require assistance from library staff. To help readers identify the reading experience they are seeking, students learn about current reading trends, appeal factors, genre characteristics, and authors relevant to specific genres. They practice using a variety of advisory tools to connect customers to relevant reading material. Using writing assignments, role-plays, group work, and displays designed to serve the public, students apply their knowledge and reflect on different communication strategies designed to serve a diverse reading clientele effectively.

Prerequisite(s): ENL1813S

Corerequisite(s):none

ENL0069 Professional Communication for Library Technicians

Communicating clearly to different audiences for different purposes is a skill required for success in the workplace. Students refine writing, speaking, reading, listening, research and oral presentation skills for the cultural sector. Students learn to compose and format standard business correspondence, prepare for job search, and deliver client training.

Prerequisite(s): ENL1813S

Corerequisite(s):none

ENL1813S Communications I

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements of effective communication. Students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Prerequisite(s): none

Corerequisite(s):none

FLS3000 French as a Second Language Beginner I

Learning French is essential to understand and communicate in workplace environments. Students develop basic level abilities in reading, listening and speaking through active participation in a wide range of communication activities. Through the acquisition of basic French grammar, students give and receive personal and work-related information, describe surrounding objects and people by using very simple sentences and by asking and giving directions. Active participation in-class is required.

Prerequisite(s): none

Corerequisite(s):none

FLS3001 French as a Second Language Beginner II

Success in bilingual postsecondary institutions and in the workplace rests upon good French language skills. Students increase reading, listening and speaking skills while using their program-related basic vocabulary to enhance their understanding of workplace French as they complete a wide range of assignments. Students explore sentence structure and grammar in order to write simple sentences, describe daily tasks in the present tense and explain their plans using the near future tense. Active participation in class is required.

Prerequisite(s): FLS3000
Corerequisite(s):none

FLS3001 French as a Second Language Beginner II

Success in bilingual postsecondary institutions and in the workplace rests upon good French language skills. Students increase reading, listening and speaking skills while using their program-related basic vocabulary to enhance their understanding of workplace French as they complete a wide range of assignments. Students explore sentence structure and grammar in order to write simple sentences, describe daily tasks in the present tense and explain their plans using the near future tense. Active participation in class is required.

Prerequisite(s): FLS3000
Corerequisite(s):none

FLS3002 French as a Second Language Beginner III

Clear and accurate communication skills in French lead to academic and career success. Students receive extensive feedback from instructors to improve comprehension and develop strategies for effective communication in the workplace and in postsecondary environments. Students communicate basic personal information using common and familiar words, as well as formulaic expressions, in response to simple questions about immediate needs, such as greetings and other goodwill messages. They read and understand short adapted texts using everyday vocabulary. Active participation in class is required.

Prerequisite(s): FLS3001
Corerequisite(s):none

GED0440 General Education Elective

Students choose one course, from a group of general education electives, which meets the theme of Civic Life.

Prerequisite(s): none
Corerequisite(s):none

GED0440A General Education Elective

For this course, you will have the opportunity to choose one from a group of general education electives. Your options will include courses which cover the following broad topic areas: Arts in Society, Cultural Understanding, Personal Understanding, Social Understanding, Science Technology.

Prerequisite(s): none
Corerequisite(s):none

LIB2001 Descriptive Cataloguing I

The catalogue is the main finding aid to the collection of the library. Students learn the basic principles and concepts of international standards used to describe library materials. Students apply these cataloguing standards. Focus is on original cataloguing of monographic literature.

Prerequisite(s): none
Corerequisite(s):none

LIB2002 Reference I

Learning to find information and support clients on how to use the library are important skills for library work. Students develop skills in communicating with clients, providing research support, finding and evaluating information in a variety of print and online sources. In addition, students practise procedures and follow policies used in library reference departments to manage requests and handle challenging situations.

Prerequisite(s): none
Corerequisite(s):none

LIB2003 Introduction to Libraries

Libraries fulfil many roles in society, including supporting economic, social, recreational and educational needs. Students investigate the different kinds of libraries, their departments and the services they offer their clientele. Students explore different fundamental topics within library and information work, such as literacy, censorship, copyright, and freedom of information. Included are visits to local library settings which complement the learning.

Prerequisite(s): none
Corerequisite(s):none

LIB2020 Client Services

Providing excellent customer service is an important aspect of library or information work. Students learn effective methods for helping clients at various service points, including circulation, information and outreach services. Case studies, in-class discussion and learning activities focus on meeting the needs of library users. In addition, students are introduced to the importance of adhering to provincial and/or municipal regulated accessibility legislation. Finally, students learn current practices in the profession from guest speakers.

Prerequisite(s): none
Corerequisite(s):none

LIB2021 Descriptive Cataloguing II

Library collections hold a variety of materials in addition to publications in print. Students learn how to apply the basic cataloguing principles and concepts to different physical formats, such as maps, graphics, music and film.

Prerequisite(s): LIB2001
Corerequisite(s):none

LIB2022 Subject Analysis and Indexing

The catalogue provides access to the collection of a library by assigning subject headings to each of the cataloguing records. Students learn the theory of subject analysis developed by the professional community and how to use some of the more common subject heading lists found in Canadian libraries.

Prerequisite(s): none
Corerequisite(s):none

LIB2023 Information Retrieval

Clients require up-to-date, reliable and often scholarly information, which can be found in online databases. Students learn how to best search these databases, and to teach clients how to use them. Students learn techniques for finding the best information, quickly and effectively. In addition,

students learn policies and procedures for lending and borrowing material from other libraries and copyright implications of handling electronic documents.

Prerequisite(s): LIB2002
Corerequisite(s):none

LIB2024 Internet Applications

Libraries rely on Internet tools and resources to provide service to their clients and to communicate with their clients. Students learn how to combine graphics, text, audio and video to create websites. Students develop web pages using the latest versions of Hypertext Markup Language (HTML), Cascading Style Sheets (CSS), JavaScript and Data Interchange formats such as Extensible Markup Language (XML) and JavaScript Object Notation (JSON).

Prerequisite(s): none
Corerequisite(s):none

LIB2025 Acquisitions

A library depends upon effective ordering of books, magazines and electronic resources to serve their clientele. Students practise procedures for selecting, ordering and receiving library materials. In addition, students learn how to follow record keeping procedures, choose appropriate vendors, maintain accounts and handle receipt and payment discrepancies.

Prerequisite(s): none
Corerequisite(s):none

LIB2026 Archives and Records Management

Students can find employment in a variety of information related fields, such as archives, records and information management departments. Students learn the principles and methods used by archivists, record and information managers in organizing their collections for better access and retrieval. Skills such as the preservation of records, development of an essential records program, disaster contingency planning, research and reference services, marketing and public programming and basic management practices are covered.

Prerequisite(s): none
Corerequisite(s):none

LIB2030 Field Work I

Employers look for library and information technicians who have relevant work experience and can apply their learning to the workplace. Through integrating with the ongoing work or projects of a supervising library or information management centre, students adapt and apply what they have learned to the workplace, over a full-time three-week placement. The field placement coordinator arranges student placements and works with employers to arrange work requirements and schedules.

Prerequisite(s): LIB2001 or LIB2002 or LIB2003 or LIB2025 or LIB2026
Corerequisite(s):none

LIB2031 Introduction to Metadata

Library and Information Technicians use metadata to manage information resources. Students explore international standard metadata schemes, including Dublin Core, and apply practical skills to describe online resources.

Prerequisite(s): LIB2001
Corerequisite(s):none

LIB2032 Dewey Decimal Classification

Classification provides access to the collection of the library through shelving the physical material by subject as indicated by the call number of the individual item. Students apply the theoretical framework used by the Dewey Decimal Classification scheme. Through practical exercises, students apply international standards and explore ways to incorporate future developments and trends in classification.

Prerequisite(s): none
Corerequisite(s):none

LIB2033 Reference II: Special Topics

Learning to find information and support clients on how to use the library are important skills for library workers. Students build on their skills in researching information and providing service to clients, with a focus on specialized topics. Through working with print and electronic resources, students practise answering questions in the areas of business, law and government information. In addition, students develop subject specific guides to information for clients, and document information about changes to Canadian legislation.

Prerequisite(s): LIB2002
Corerequisite(s):none

LIB2034 Emerging Library Technologies

Libraries use a variety of technology to retrieve, manage and organize digital content for their clients. Students develop transferable skills to leverage the latest trends in technology in support of library and information organization mandates. Through practice with various hardware, software, and web tools, students strengthen self-directed learning skills to adapt to emerging technologies.

Prerequisite(s): LIB2023
Corerequisite(s):none

LIB2035 Basics of Library Management

Libraries are organizations that require management of their staff and resources. Students investigate policies and procedures for budgeting, planning, hiring, and supervising. Topics include strategic planning mission statements, goals, objectives, and mandates. Students explore the role of the library in support of social responsibility, economic impact and environmental sustainability. Through case studies and scenarios, students develop fundamental skills for library management.

Prerequisite(s): none
Corerequisite(s):none

LIB2038 Directed Research Seminar

Libraries often use surveys, focus groups or other research methodologies to determine how well they are performing and serving their clients. Through a small research project, led by faculty members, students learn research methodology and engage in a variety of activities, such as writing research proposals, conducting surveys, analyzing results and writing reports. Course activities vary depending on the nature of the research project.

Prerequisite(s): LIB2001 or LIB2002 or LIB2003 or LIB2025 or LIB2026
Corerequisite(s):none

LIB2042 Library of Congress Classification

For larger libraries, a different classification system is used to assist in the organization of the collection. Students apply the theoretical framework used by the Library of Congress Classification scheme to support these larger libraries. Through practical exercises and reflection, students apply international standards and incorporate emerging methodologies for classification.

Prerequisite(s): none
Corerequisite(s):none

LIB2043 Reference III: Science and Technology

Libraries provide support to many different subject areas, including science, medicine and technology. Students learn the different print and online resources, and different client service requirements in scientific or medical libraries, to assist clients with finding accurate, current and good quality materials. Students practise teaching clients how to use reference resources in real-life scenarios.

Prerequisite(s): LIB2002
Corerequisite(s):none

LIB2044 Marketing

Library, archive, and information management organizations need to market their services and demonstrate their value, to their customers and to their funders, for short- and long-term sustainability. Students investigate advocacy strategies to support library and information mandates. Students gain experience in marketing related products and services.

Prerequisite(s): none
Corerequisite(s):none

LIB2045 Library Software

Libraries rely on a computerized library system to handle the operations including cataloguing, circulation, and ordering material. Students develop transferable skills working with an integrated library system. Students explore additional software, such as productivity, collaboration and client engagement tools. Through practice and experimentation with current and emerging technologies students develop skills for lifelong learning in a digital environment.

Prerequisite(s): none
Corerequisite(s):none

LIB2047 Field Work II

Real-world experience provides an opportunity for students to consolidate their knowledge and skills and to enhance their career development. Students tailor their cover letter, curriculum vitae, networking, and interviewing skills to facilitate specific employment opportunities. A variety of opportunities are available for students to experience work in a library, archive, or information management setting. Reflecting on their skills, attributes, and experiences, students determine an approach to support their career path.

Prerequisite(s): LIB2030 or LIB2038
Corerequisite(s):none

LIB2050 Cultural Artifact Appreciation

Understanding the history of cultural artifacts gives students a great appreciation of our heritage. Students explore aspects of artifact preservation, conservation, and exhibition. Through reflection, discussion, and hands-on practice in a museum workshop, students gain insight into the value of our cultural artifacts.

Prerequisite(s): none
Corerequisite(s):none