Langara.
THE COLLEGE OF HIGHER LEARNING.

Library & Information Technology Program
Prospective student information session
Welcome to the Information Session for the Library & Information Technology Program

What we’ll cover…

- Program Profile
- Library Field and Community
- Career Expectations
- Intake and Admission Process
- Program Options
- Curriculum
- Academic Requirements
- Keyboarding Requirement and Criminal Record Check
- Student Life
Langara Library & Info Tech Program at a glance

- ~ 150 students
- 3 different program options
- 10 faculty
- A diverse group of learners from different backgrounds, age groups, etc.
Why Choose the Library Field?
BC Student Outcome on Langara Library & Information Technology Program

Data retrieved on March 13, 2018 from http://www2.bcstats.gov.bc.ca

In Labour Force
96%

Employment Status
60% Full-time
40% Part-time

One or more numbers too low to report

Employment Type

Hourly Wage (Main Job)
$23

Weekly Hours Worked (Main Job)
28
WorkBC Career Profile
Library and public archive technicians (NOC 5211)

02 Earnings

Provincial median salary

$43,798

Source: Estimated median employment income based on 2015 Job Bank median hourly wage rate (median annual salary = hourly wage rate x 40 [hours per week] x 52.14 [weeks per year])

Provincial hourly rate

- Low: $14.50/hr
- Median: $21.00/hr
- High: $37.76/hr

Source: 2015 Job Bank Wage Report
Three levels of workers in libraries

- Professional librarians (masters)
- Library technicians (diploma)
- Library assistants (gr. 12, clerical)
What can you do with your diploma?
Types of Libraries and Information Centres

- **Academic** (college and university)
- **School** (elementary and secondary, public and private)
- **Public** (large, small, main/branches, urban/rural)
- **Special** (corporate, non-profit, arts/cultural, government, medical, legal, etc.)
- **Non-traditional**
  - Providing technical support, consulting, web design, database design, records management and digital curation, information architecture / UX, research, etc.
  - Book Trade (publishers, retailers, wholesalers)
Different Parts of a Library

Public services
- Circulation, reference, help desk, adult or children’s services, ILL, outreach, etc.

Technical services
- Acquisitions, cataloguing, processing, serials

Technical support
- System support, library web page, computer lab instruction, etc.
Working Conditions

LTAS’ 2013 survey, responded by individuals from 7 provinces and 1 from out of country, indicates the approximate percentage of technicians and assistants is distributed as following:

- 36.9% in **public** libraries (Average hourly wage: $26.63)
- 39.3% in **academic** libraries (Average hourly wage: $24)
- 16.1% in **school** libraries (Average hourly wage: $22.34)
- 3.6% in **medical** (Average hourly wage: $22.75)
- 3.6% in **legal** (Average hourly wage: $28.49)
- 4.8% in **other** libraries
- 1.8% in **non-profit** libraries
- 1.8% in **government** libraries
- 0.6% in **corporate** libraries (Average hourly wage: $22)
- 0.6% in **non-library** environment (Average hourly wage: $24)
- No respondent is retired
- No respondent is self-employed

- 67.3% Permanent full-time
- 19% Permanent part-time
Working Conditions

• Part-time, on-call, and temporary contracts to start
• Evening and weekend work is common
• 35-40 hours/week
• Union environment
  • usually good benefits
Associations and Job Postings

- The Partnership National Library Jobsite of Canada
  https://partnershipjobs.ca/

- The British Columbia Library Association
  https://bclacconnect.ca/about/

- Library Technicians and Assistants Section (LTAS)
  https://bclacconnect.ca/ltas/

- Canadian Library Association
  http://cla.ca/

- Special Libraries Association - Western Canada Chapter
  http://wcanada.sla.org

- Langara Library & Information Technology Listserv
  https://lists.langara.bc.ca/mailman/listinfo/libtech-l
Why choose Langara Library & Info Tech Program?
Information About Program

- Recognized across Canada
- One of two programs in British Columbia
- Courses are offered September to December (fall) and January to April (spring)
- Usually one course during the summer (May to August), often online
- 96% of our graduates are in workforce (Survey by BC Student Outcomes)
- Program can be completed:
  - entirely online
  - entirely on-campus
  - with combination of online and on-campus courses (requires Department Chair waivers)
Hands-On Learning

- Langara continues to offer 2 practicums
  - Job shadowing, Project work, Volunteer matching

- 13 Library technical courses
  - Including two practicums
  - Practical hands-on instruction methods
  - Opportunities to try methods with instructional computer labs

- Langara also has a Career- & Co-op center and our dept. works with ~ 100 hosts and organizations
Langara Campus
Our Space
Intake

- **Fall** (classes start in September)
  - Regular (full-time, classroom instruction)
  - Flexible Participation (part-time or full-time, online instruction)

- **Spring** (classes start in January) / **Summer** (classes start in May)
  - Flexible Participation (part-time or full-time, online instruction)

https://langara.ca/programs-and-courses/programs/library-information-technology/admission-requirements.html
Admissions Process

Application Requirements:

All necessary document must be submitted to Registrar and Enrolment Services

1. Completed application form
   - online or in person
   - https://langara.ca/admissions/apply-to-langara

2. Official transcript(s) for academic evaluation
   (If under 19 years of age, proof of grade 12 completion such as high school transcript or equivalent)

3. “Letter of Intent” indicating following:
   - What makes you a good candidate for the Library Technician Program and in the library field in general?
   - What are your experiences in using the library?
     ✓ Which libraries have you used?
     ✓ What role has the public library played in your life?
     ✓ Do you use the library at work or at school?
     ✓ List your employment history.
Application Requirements (continue):

All necessary document must be submitted to Registrar and Enrolment Services office. English admission requirement is also a prerequisite for two courses in the curriculum: CMNS 1118 and ENGL 1127.

4. Proof of English proficiency (one of the following)
   - LET with a minimum level 3;
   - LPI with a minimum 26 on the essay and one of 5 in English usage, 5 in sentence structure, or 10 in reading comprehension;
   - BC English 12 or equivalent with a minimum 80%;
   - BC English Literature 12 with a minimum 80%;
   - BC English First Peoples 12 with a minimum 80%;
   - a university-level English or Communications course for which Langara awards transfer credit, with a minimum 'C-';
   - 'S' grade in one of ENGL 1107, 1108, or 1110;
   - Minimum 'C' grade in ENGL 1120
   - IELTS - International language testing system - minimum level of 6.5 with a minimum of 6.0 in listening and speaking
   - TOEFL - internet-based (IBT) score of 80, with a minimum of 20 in Reading and Writing and 18 in Speaking and Listening
   - TOEFL - paper-based 550 with TWE 4.0
   - CAEL 60 overall with essay 60
   - LEAP 8

Applicants admitted into a Langara Program on the basis of LEAP 8 completion, or a TOEFL, IELTS, or CAEL assessment score, will be required to take the Langara English Placement test (LET) (or equivalent) and be placed into an appropriate English course based on their score.
Interview and Testing

To be contacted by department for an interview and testing session, applicants must at least:

- Submit an application to Registrar online or in hardcopy
- Email Letter of Intent to admissions@langara.ca and CC libtech@langara.ca
- Email unofficial transcript(s) to libtech@langara.ca

When above are received, department will contact via email to set up an interview testing session.

English requirement can be delayed if passing the interview and testing session so candidates can take program courses and work on the English requirement at the same time. English requirement is a prerequisite for CMNS 1118 and ENGL 1127 (or ENGL 1100)

Contact libtech@langara.ca if you have any questions.
Interview and Testing

See program intake updates at https://langara.ca/library-information-technology/

- Conversation with interviewer
- Complete “Computer Usage Survey” indicating level of familiarity of using current technology such as social media, scanners, etc.
- Test (conducted using Learning Management System known as Brightspace)
  - short essays
  - filing exercise

On-campus:
  Conducted at department computer lab

Off-campus:
  - Conducted over internet using Zoom web conferencing and email
  - Webcam and browsers (newest Firefox and Chrome) are required
Admission and Selection Criteria Tips

Either through the applicant’s official records or through the selection/interview process, each candidate will be assessed on the following:

1. Academic ability (assessment based on grades of previous course work)
2. Library/information work experience (including volunteer work)
3. Work experience/involvement in other fields indirectly related to libraries (such as teaching experience or computer training)
Selection Criteria

Either through the applicant’s official records or through the selection/interview process, each candidate will be assessed on the following:

4. Ongoing interest or experience as a library user
5. Aptitude for or experience with computers or automated environments
6. Ability to communicate in writing (short writing assignment for candidate to demonstrate level of writing ability including clarity of expression, correctness of grammar, legibility and spelling)
Selection Criteria

Either through the applicant’s official records or through the selection/interview process, each candidate will be assessed on the following:

7. Ability to communicate orally (demonstrated through interview questions)

8. Ability to organize information and follow written instructions (based on information gathered above and a short filing assignment)

9. General knowledge and evidence of well rounded interests
Curriculum
(Regular and Flexible Participation Options)

https://langara.ca/programs-and-courses/programs/library-information-technology/program-curriculum.html

FIRST TERM (TOTAL: 15 CREDITS)
LIBR 1111 Online Search and Information Handling 3
LIBR 1118 Introduction to Cataloguing 3
LIBR 1120 Philosophy and Functions 3
BCAP 1200 Business Computer Applications 3
CMNS 1118 Business Communications 3

SECOND TERM (TOTAL: 15 CREDITS)
LIBR 1219 Field Work I 3
LIBR 1228 Introduction to Technical Services and Circulation 3
LIBR 2410 or any LIBR Special Topics course 3
UT social science, humanities, or science courses (check attributes) * 3

Course Search: https://langara.ca/reg-guide/before-you-register/search-for-courses.html
# Curriculum

(Regular and Flexible Participation Options)

https://langara.ca/programs-and-courses/programs/library-information-technology/program-curriculum.html

## THIRD TERM (TOTAL: 15 CREDITS)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBR 2328</td>
<td>Subject Analysis and Classification</td>
<td>4</td>
</tr>
<tr>
<td>LIBR 2411</td>
<td>Library Technologies and Information Management</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 2418</td>
<td>RDA, MARC Coding &amp; Derived Cataloguing</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1127</td>
<td>Essay Writing and Short Prose</td>
<td>3</td>
</tr>
<tr>
<td>or 1128</td>
<td>Short Prose Selection and Composition;</td>
<td></td>
</tr>
<tr>
<td>or 1100</td>
<td>Reading and Writing about Literature</td>
<td>3</td>
</tr>
<tr>
<td>UT social science, humanities, or science courses (check attributes)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

## FOURTH TERM (TOTAL: 18 CREDITS)

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBR 2315</td>
<td>Non-Book Materials</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 2416</td>
<td>Reference Resources and Services</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 2419</td>
<td>Field Work II</td>
<td>3</td>
</tr>
<tr>
<td>LIBR 2410 or any LIBR Special Topics course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUSM 1100, 1115, 1200, 2200</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>UT social science, humanities, or science courses (check attributes)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Course Search: https://langara.ca/reg-guide/before-you-register/search-for-courses.html
Electives Courses
Regular and Flexible Participation

Three university-transferable courses in any category of social science (SOC), humanities (HUM), or science (SCI) to meet the elective requirements in the curriculum. Course attribute description and chart can be found at:

Suggested courses are:
• Courses with content in Canadian history and political science
• Computing systems or web development courses
• Aboriginal Studies courses (not including seminar courses)
Support Courses
Regular and Flexible Participation

- **BCAP 1200** Business Computer Applications I
- **CMNS 1118** Written Communications
- **ENGL 1100** Reading and Writing about Literature
  or **ENGL 1127** Essay Writing and Short Prose Selections
  or **ENGL 1128** Short Prose Selections and Composition
- **BUSM 1100** Introduction to Business in Canada
  or **BUSM 1115** Entrepreneurship
  or **BUSM 1200** Management Principles
  or **BUSM 2200** Organizational Behaviour
Support/Elective Courses in BBA Option for Bridging Langara BBA Program

(To earn BBA degree, students must also apply to BBA program and consult with BBA department)

- BCAP 1200 Business Computer Applications I
- CMNS 1118 Written Communications
- BUSM 1100 Introduction to Business in Canada
- MARK 1115 Introduction to Marketing
- ENGL 1127 Essay Writing and Short Prose Selections or ENGL 1128 Short Prose Selections and Composition
- MATH 1119 Mathematics of Business Affairs
- FMGT 1116 Accounting for Managers
- STAT 1123 Probability and Statistics for Business

https://langara.ca/programs-and-courses/programs/library-information-technology/program-curriculum.html
Library & Information Technology Pathway Programs

- Bachelor of Interdisciplinary Studies
  TRU Open Learning

- Bachelor of Professional Arts – Communication Studies
  Athabasca University

Subject to change. Must consult counsellors for details.
Academic Performance

Students accepted to the Library Information Technology Diploma Program for September 2015 term and onwards must achieve a minimum grade of "C" (or an "S" in courses graded S/U) in all courses required for the program in order to remain in the Library Program and receive the Diploma in Library Information Technology.
Keyboarding Requirement

In addition to completing the curriculum, students must provide recognized and official keyboarding certification to the Registrar's Office. Typing speed of 45 nwpm is recommended but not mandatory to graduate.

Both classroom and online students are required to get their keyboarding certification through Langara Continuing Studies. Exceptions can be arranged with department Chair’s approval.

Students are encouraged to meet this requirement when they have completed half of their studies to prevent delay in graduation.
**Criminal Record Check**

- A Criminal Record Check is expected for many library jobs and practicum placements. As a result, it is now a requirement for Library & Information Technology program students to start the process immediately **AFTER the acceptance** to the program.

- CRC is requested and conducted by British Columbia Ministry; administered by Registrar and Enrolment Services. Success of background check is determined by relevance to the nature of practicum work. Criminal record checks from local police departments or RCMP offices are not accepted.

- Students will not be able to register for second term and onward without completing the CRC process. Department can’t override outstanding record check.

- Non-refundable processing fee is required for each criminal record check.
Cost
(Following fees are approximation and subject to change)

- **Application**: $40 (domestic students)
  *(non-refundable and covers applications to more than one program)*
  https://goo.gl/LBlxGr

- **Registration**: $7500 (domestic students)
  *(for entire curriculum of 20 or 21 courses; include tuition, building, Student Union, and health fees)*
  https://goo.gl/LBlxGr

- **Material/Lab**: vary
  *(information is in the course listing of the current Semester Course Schedule)*
  https://goo.gl/oXeD2a

- **Books**: vary
Cost continue…

(Following fees are approximation and subject to change)

- **Criminal record check**: $28  
  [https://goo.gl/QesfbO](https://goo.gl/QesfbO)

- **Keyboard Speed Test**: $49  
  [https://goo.gl/OWrtNH](https://goo.gl/OWrtNH)

- **Personal desktop or laptop computer** is required if student is not able to use campus lab. PC computers are recommended. English interface is required.

- **U-Pass**: available if qualified  
  U-Pass BC is a student transit program delivered in partnership with TransLink, and the Ministry of Transportation. Eligible students will have access to a 3-zone pass valid for unlimited use on TransLink bus, SkyTrain and Seabus services for an affordable rate per month which will automatically be added to fees upon registration if qualified.  
  [https://langara.ca/student-services/upass/exemption.html](https://langara.ca/student-services/upass/exemption.html)

- **Miscellaneous**: vary  
  (credit transfer, supplies, printing, etc)
Student Life

- Workload is challenging. Time commitment recommendation is 10-15 hours per week per course.
- Part-time (Flexible Participation Option), online, or few evening courses available in spring and fall terms for those who are busy.
- Peer-support lab hours available during spring and fall for online and on-campus students.
- Transfer credits available; must apply through Registrar’s Office.
- Scholarships/bursaries, loan, and student work available for those qualified through Financial Aid office.
Student Services and Programs

- **Learning Commons & Tutoring**
  https://langara.ca/student-services/learning-commons

- **Financial Aid and Scholarships**
  https://langara.ca/student-services/financial-aid

- **Student Employment**
  - **Job board:** https://langara-csm.symplicity.com
  - **Co-op & Career Development Centre**
    https://langara.ca/coop-and-career-development

- **Health Coverage**
  https://www.studentcare.ca
  https://langara.ca/student-services/health-services
  - **Counselling**
    https://langara.ca/student-services/counselling
  - **U-Pass Program**
    https://langara.ca/student-services/upass
  - **Much more...**
    https://langara.ca/student-services/
Student Services and Programs

• **Access to Lynda.com**
  Active Langara students have free access to an extensive library of video tutorials on technologies such as Adobe and Microsoft products, audio/video production, programming languages, web development, Google Apps, Apple mobile devices, and much more. Lynda.com is accessible 24/7 and there are over 2,000 non-credit instructional videos to choose from.

• **Department news distribution (listserv)**
  • Employment opportunities
  • Scholarship/bursary
  • Special events
  • Important college deadlines
  • And much more…
Departmental Contacts

• Diane Thompson, Chair
dianethompson@langara.ca

• Serenia Tam, Instructional Assistant
libtech@langara.ca

https://langara.ca/library-information-technology