

# Library & Information Technology

## DIPLOMA

## Why study Library & Information Technology?

In our high-tech, information-crazed world, society has become increasingly dependent on accurate and timely information. People want information and they want it fast; often they use it to help them make informed decisions in both business and private life.

### WHY TAKE THE LIB AND INFO TECH DIPLOMA AT UFV?

At UFV, you can begin to embrace the future by learning to manage information while taking the two-year Library and Information Technology program. The challenge of managing information and human knowledge is becoming increasingly important as the emphasis on electronic media expands at an unprecedented rate.

There are tremendous opportunities available to you when you become part of the industry that studies, organizes, evaluates, and acquires information for the purpose of connecting people with that information. Information centres include a broad range of environments from public libraries to fast-paced corporate organizations that must provide relevant, accurate, and timely information to their clients.

Our dedicated instructors use the latest information management tools and technologies to prepare you to work in a variety of settings including public, academic, school, and special libraries as well as archives, corporate offices, and much more.

Because we understand that flexibility is important to our students, you can choose part- or full-time study options that incorporate online learning. Part-time students usually take about four years to complete the program.



*“I emerged from the program fully trained to work in the information services sector. My employer was so impressed, she hired three more graduates from my class.”*

— JULIE BELL,  
Library and Information  
Technology diploma.

# Library & Information Technology



*“UFV’s Library Technician instructors and staff are truly interested in making sure you get the most from your student experience. They provide ample opportunity for practice, application, and creativity. Having our own lab allows for peer learning, and online courses reinforce the increasingly computer-based skills needed in the field.”*

— SHAUNA BRYCE, Library and Information Technology diploma '06.

## WHAT SORT OF COURSES WILL I TAKE?

The curriculum for the Library and Information Technology diploma program consists of a combination of academic and applied courses that extend usually over two years for full-time students. The required academic and applied courses have been selected to provide basic knowledge in a wide variety of subject areas, which is necessary for people who intend to work in libraries and information centres.

COURSE #	TITLE
LIBT 100	Introduction to Information Services
LIBT 115	Descriptive Cataloguing Techniques
LIBT 120	Introduction to Technical Services
LIBT 130	Introduction to Classification Systems
LIBT 135	Introduction to Subject Analysis
LIBT 140	Introduction to Reference Services
LIBT 145	Internet Information Retrieval
LIBT 160	Work Place Site Visits
LIBT 200	Information and Society
LIBT 205	Supervision in Information Centres
LIBT 220	Database Management and Software Implementation
LIBT 240	Media in Information Centres
LIBT 265	Work Experience Practicum
<i>Electives</i>	<i>Any two additional LIBT courses</i>

## REQUIRED ACADEMIC/APPLIED COURSES

- CIS 100 Introduction to Computer Information Systems
- CIS 145 Web Publishing
- Any university-transfer English or Communications course with a significant writing component chosen in consultation with program advisors

- Any university-level course with significant content in general or specific aspects of Canadian history, geography or culture including but not limited to courses in anthropology, geography, sociology, etc., chosen in consultation with program advisors
- Any university-level course with significant Canadian political, economic, criminological, or governmental content, chosen in consultation with program advisors.

## I'M INTERESTED IN THE PROGRAM OPTIONS. ARE THOSE COURSES DIFFERENT?

Yes, to enhance your career opportunities, you can choose to select a concentration in:

- Youth Services
- Records Management
- Systems Technology

The core courses remain the same, but you can take special courses to give you greater depth in certain areas. Taking the options requires careful planning as some courses can only be offered once every two years. Details about your options can be discussed with an advisor once you have been accepted into the program.

## WHAT DO I NEED TO GET IN?

Recognizing that students come from a wide range of academic and practical experience, you need to have a B.C., or equivalent, secondary school graduation. Mature students are also welcome and are required to attach a letter describing their interest, experience, and qualifications.

You must also meet prerequisites for ENGL 105 and demonstrate through an interview and assessment that you are prepared to successfully undertake the rigorous program requirements. All applicants must be willing and able to uphold the Canadian Library Association Statement of Intellectual Freedom.

Applicants will be assessed on the following:

- an interest in and motivation towards a career in a library, archives, or other information centre
- aptitude for work in a library, archives, or other information centre
- oral communication skills including comprehension, vocabulary, and grammar
- written communication skills including grammar, punctuation, and spelling
- evidence of ability to handle course work (as shown by a transcript of grades achieved in the past two years of academic study).

## WHAT ARE MY CAREER OPTIONS?

With the changing nature of today's workforce, graduates possessing a Library Technician diploma have incredible career options open to them. Within six months of graduation, more than 96 per cent of our grads find regular employment in part-time, full time, or contract positions.

Library technicians earn salaries ranging from \$13 to \$30 an hour, depending on experience, specialized knowledge, and work environments. Many begin working as students, building experience through co-op opportunities, part-time casual work, and summer employment.

## HOW MUCH DOES IT COST?

See the Fees and Other Costs section in our online calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar). You should know that books and additional supplies will cost \$50 to \$200 per course. LIBT 160 also requires funds for field trips and transportation. You should visit UFV's Financial Aid and Awards office for information about the \$12 million in federal and provincial student loans, grants, bursaries, scholarships awarded to UFV students annually. A helpful budget planning worksheet is available online at [www.ufv.ca/fineaid/budget](http://www.ufv.ca/fineaid/budget).

## IS THERE ANYTHING ELSE I NEED TO KNOW?

All Library and Information Technology courses are taught at the Abbotsford campus and online. Most of these courses require extensive use of the UFV library, computer labs, and up-to-date personal computers. A broad basis of general knowledge, an extensive vocabulary, and competence in the use of the English language are essential. Courses in this program emphasize the development of good communication skills, through both oral and written assignments.

As a typical full-time student, you may carry a workload of up to five courses per semester. For each hour spent in class, you can expect to spend an average of two hours in out of class work, which often involves using the computer lab and/or your personal computer, and information centres including the UFV library. You should be prepared for a heavy course of study, with assignments due on a weekly basis. You are expected to attend all classes, and to participate effectively in class activities.

Since most libraries and information centres require competence in keyboard skills expressed as a minimum of 45 words per minute, you must provide proof of this before graduation.

## WHEN SHOULD I APPLY?

Apply right away! You can begin your studies in September, January, or May. Applications are accepted throughout the year, but depending on when you want to begin, course availability may be limited.

If you are planning to complete the program in two years, it is recommended that you apply for a September intake.

## CAN I GET ACADEMIC CREDIT FOR THE SKILLS AND KNOWLEDGE THAT I HAVE GAINED IN MY LIFE SO FAR?

Yes. UFV offers Prior Learning Assessment and Recognition (PLAR), a flexible assessment process that evaluates your experiential learning (what you already know and can do) for post-secondary credit.

Experiential learning includes independent study, volunteer activities, non-credit courses, workplace learning, and military service. To find out more, check out the PLAR website at [www.ufv.ca/plar](http://www.ufv.ca/plar) or contact Susan Brown, Assessment Services Coordinator, PLAR at 604.851.6342 or [susan.brown@ufv.ca](mailto:susan.brown@ufv.ca).

## I'M INTERESTED. WHAT DO I DO NEXT?

Check out our online calendar at [www.ufv.ca/calendar](http://www.ufv.ca/calendar) and download an application form. Read the library and information technology section carefully. Fill out the application and submit it, along with the \$45 application fee, to the Admission and Records office at any UFV campus or centre or through the Internet at [www.pas.bc.ca](http://www.pas.bc.ca).

For more information on the program, its courses, faculty, and employment prospects, visit the library and information technology website at [www.ufv.ca/libtech](http://www.ufv.ca/libtech).

## CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

We want to hear from you! For more information about the diploma program or to arrange a tour of the program facilities, contact the instructional assistant at 604-854-4582 or email [libinfo@ufv.ca](mailto:libinfo@ufv.ca).

If you're unsure of your direction, contact Student Services at 1-888-504-7441 to arrange a campus tour, attend a Becoming a Student info session, connect with an educational advisor, or arrange for career counselling.



The information contained in this document is subject to change. Please refer to [www.ufv.ca/libtech](http://www.ufv.ca/libtech) for up-to-date information. UFV reserves the right to cancel courses and programs.



## About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at [www.ufv.ca](http://www.ufv.ca).

