

COURSE IMPLEMENTATION DATE:	September 1996
COURSE REVISED IMPLEMENTATION DATE:	September 2007
COURSE TO BE REVIEWED:	March 2011
(Four years after PAC final approval date)	(MONTH YEAR)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	Library and Information Technology Program	
LIBT 100		3
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS
	Introduction to Information Services	
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

Open to students of all disciplines, this course is an introduction to types of information centres and libraries as business organizations. Library public service tasks and procedures including circulation, shelving, shelf-reading, interlibrary loan, and security are covered. Communications and human relations in the library workplace are discussed. Students will develop skills in applicable business procedures such as word processing and current communications techniques. In addition, students will develop basic Internet and online library catalogue search techniques.

Note: This course is accepted as an elective in the UCFV Arts, General Studies, and CIS programs.

PREREQUISITES: **None**
COREQUISITES: **None**

SYNONYMOUS COURSE(S)	SERVICE COURSE TO:
(a) Replaces: N/A (Course #)	(Department/Program)
(b) Cannot take: N/A for further credit. (Course #)	(Department/Program)

TOTAL HOURS PER TERM: 39	TRAINING DAY-BASED INSTRUCTION
STRUCTURE OF HOURS:	LENGTH OF COURSE: _____
Lectures: 19.5 Hrs	HOURS PER DAY: _____
Seminar: _____ Hrs	
Laboratory: 19.5 Hrs	
Field Experience: _____ Hrs	
Student Directed Learning: _____ Hrs	
Other (Specify): _____ Hrs	

MAXIMUM ENROLLMENT:	36
EXPECTED FREQUENCY OF COURSE OFFERINGS:	1 section per year
WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AUTHORIZATION SIGNATURES:

Course Designer(s): _____	Chairperson: _____ <i>(Curriculum Committee)</i>
Department Head: _____ <i>Christina Neigel</i>	Dean: _____ <i>Karen Evans</i>
PAC Approval in Principle Date: _____	PAC Final Approval Date: <i>Mar. 30, 2007</i>

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Upon successful completion of LIBT 100, the student will:

1. Describe the functions of an effective library circulation system and demonstrate the ability to operate one.
2. Describe the need for and the function of interlibrary loans.
3. Apply effective search techniques to UCFV Library and other library catalogues.
4. Use standardized filing rules to sequence items accurately.
5. Explain how libraries function as business organizations.
6. Communicate effectively both verbally and in writing.
7. Use email effectively and efficiently for business communications.
8. Perform effective word processing functions using mainstream software.
9. Demonstrate skills in operating basic business machines.
10. Demonstrate effective use of computer programs to perform library tasks and procedures.
11. Develop and assess keyboarding skills using typing tutor software.

METHODS:

Lectures and a variety of learning activities such as demonstrations, videos, class discussion, and practice using software and business machines.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) Yes No

METHODS OF OBTAINING PLAR:

The following approaches to PLAR may be considered (but not limited to): portfolio, demonstration, interview, examination, etc.

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Andersen, Elaine, Mary Gosling and Mary Mortimer. Learn Basic Library Skills, 2nd ed. DocMatrix, 2003.

SUPPLIES / MATERIALS:

Current secondary electronic storage media.

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Weekly assignments (theory and/or lab) 50%

Midterm exam 25%

Final exam 25%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Circulation systems

Reserves, holds and fines

Interlibrary loans

Use of basic online search techniques

Security systems

Use of word processing systems

Use of electronic communications

Filing rules

Photocopying and forms management

Interpersonal communication techniques