

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: LIBT 100		Number of Credits: 3 Course credit policy (105)															
Course Full Title: Introduction to Libraries Course Short Title: <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Professional Studies		Department (or program if no department): Department of Information Studies															
Calendar Description: Provides a broad introduction to the role of libraries in contemporary Canadian society. Focusing on the basic functions of libraries, students learn how libraries provide access to information, while developing basic search skills and learning library terminology. Students will become familiar with library culture and values and how library service is provided.																	
Prerequisites (or NONE):		None.															
Corequisites (if applicable, or NONE):		NONE															
Pre/corequisites (if applicable, or NONE):		NONE															
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Special Topics <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		Independent Study If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
		Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>23</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td>22</td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td>Total hours</td> <td>45</td> </tr> </table>		Lecture/seminar hours	23	Tutorials/workshops		Supervised laboratory hours	22	Experiential (field experience, practicum, internship, etc.)		Supervised online activities		Other contact hours:		Total hours	45	Grading System <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit	
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Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Maximum enrolment (for information only): 36 Expected Frequency of Course Offerings: 1 section per year <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Dr. Christina Neigel		Date approved: November 6, 2020															
Faculty Council approval		Date approved: December 11, 2020															
Dean/Associate VP: Dr. Tracy Ryder Glass		Date approved: December 11, 2020															
Campus-Wide Consultation (CWC)		Date of posting: January 22, 2021															
Undergraduate Education Committee (UEC) approval		Date of meeting: February 26, 2021															

Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Describe the main types of Canadian libraries and how they operate.
2. Explain why inclusivity and other core values are important for libraries.
3. Describe the role of library technicians in various library contexts.
4. Apply library tools and processes used in searching, managing collections and circulating library materials.
5. Communicate effectively through writing in both professional and academic forms.
6. Interpret various formats of bibliographic description including library records and citations.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Classes will consist mainly of lectures, learning activities and labs.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Rowe, Helen, Trina Grover	Learn Basic Library Skills	<input checked="" type="checkbox"/>	Total Recall DocMatrix	
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)**Typical Evaluation Methods and Weighting**

Final exam:	25%	Assignments:	25%	Field experience:	%	Portfolio:	%
Midterm exam:	25%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	25%	Shop work:	%	Total:	100%

Details (if necessary):**Typical Course Content and Topics**

1. Introduction to libraries
2. Role of library technicians in libraries & core functions of library service
3. Understanding bibliographic records, discovery layers, and library catalogues
4. Searching article databases & citation methods
5. Interlibrary loans – union catalogues
6. Member relations – circulation and patron registration
7. Library classification systems
8. Unions in libraries
9. Workplace Communications
10. Job search – resumes, memos, cover letters
11. Community outreach
12. Inclusivity in the workplace
13. Libraries and technology