ORIGINAL COURSE IMPLEMENTATION DATE: September 1996
REVISED COURSE IMPLEMENTATION DATE: January 2022
COURSE TO BE REVIEWED (six years after UEC approval)**:** February 2027
Course outline form version: 05/18/2018

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

Course Code and Number: LIBT 120	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Collection Services
Course Short Title:
(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

Faculty: Faculty of Professional Studies	**Department (or program if no department):** Information Studies

Calendar Description:

Introduces students to the most common processes involved in the development and maintenance of library collections. Using various library technologies and standards of practice, student explore how libraries select, acquire, process, assign metadata to maintain physical and digital collections.

Prerequisites (or NONE):	C or better in each of LIBT 100 and LIBT 115.
Corequisites (if applicable, or NONE):	NONE
Pre/corequisites (if applicable, or NONE):	NONE

Antirequisite Courses *(Cannot be taken for additional credit.)*
Former course code/number:
Cross-listed with:
Dual-listed with:
Equivalent course(s):
(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.)

Special Topics *(Double-click on boxes to select.)*
This course is offered with different topics:
☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study
If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*
☒ No ☐ Yes, repeat(s) ☐ Yes, no limit

Transfer Credit
Transfer credit already exists: *(See **bctransferguide.ca**.)*
☒ No ☐ Yes
Submit outline for (re)articulation:
☐ No ☒ Yes *(If yes, fill in transfer credit form.)*

Typical Structure of Instructional Hours

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**

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Grading System
☒ Letter Grades ☐ Credit/No Credit

Maximum enrolment (for information only): 36

Expected Frequency of Course Offerings:
1 section per year *(Every semester, Fall only, annually, etc.)*

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. Explain the role of collection services in providing access to information and knowledge.
2. Apply acquisitions standards of practice to acquire library materials.
3. Discuss how Indigenization can be implemented in collection development.
4. Explain how the publishing industry affects collection services.
5. Explain best practices for collection maintenance.
6. Apply standards of practice to the collection and ingestion of digital objects.
7. Explain the role of Open Access.
8. Discuss ethical dilemmas that affect collection services decision making.

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, in-class 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.	Evans, G. Edward, Sheila S. Intner, Jean Weihs	Introduction to Technical Services	☒	Libraries Unlimited	
2.			☐		
3.			☐		
4.			☐		
5.			☐		

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

Typical Evaluation Methods and Weighting

Final exam:	20%	Assignments:	10 %	Field experience:	%	Portfolio:	%
Midterm exam:	20%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	50%	Shop work:	%	Total:	100%

Details (if necessary):

Typical Course Content and Topics

1. What is Collection Services? Roles, responsibilities, and skillsets.
2. Budgets and exploring ILSs
3. Collection composition, development, and selection criteria
4. Acquisitions – verification, vendors, and publishers
5. Acquisitons – ordering, receiving, and processing
6. Metadata – sourcing records, derived/copy cataloguing
7. Media – ebooks, serials, databases, and government publications
8. Open Access and writing procedures
9. Institutional Repositories
10. Collection Review