ORIGINAL COURSE IMPLEMENTATION DATE: September 1996
REVISED COURSE IMPLEMENTATION DATE: September 2021
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 205	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Library Workplaces
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:

Students explore how libraries are organized as workplaces that are informed by various practices including communication, labour, and policy. Considering the role of motivation, the importance of effective team/group work, and the need for inclusivity, students develop ways of negotiating workplace politics, problems, and conflict.

Prerequisites (or NONE):	None.
Corequisites (if applicable, or NONE):	None.
Pre/corequisites (if applicable, or 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	45
Tutorials/workshops	
Supervised laboratory hours	
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. Develop strategies for ensuring inclusivity in the workplace.
2. Explain the role of motivation in creating effective working groups/teams.
3. Develop strategies for engaging with workplace politics.
4. Develop strategies for addressing workplace problems.
5. Develop strategies for managing change, stress, and conflict in the workplace.
6. Discuss issues related to human resources including hiring and evaluation processes.

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 and in-class learning activities including case studies.

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.	Eshleman, H. & Moniz R..	The Dysfunctional Library: Challenges and Solutions to Workplace Relationships.	☒	ALA Editions	2005
2.			☐		
3.			☐		
4.			☐		
5.			☐		

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

Access to print services for poster printing.

Typical Evaluation Methods and Weighting

Final exam:	25%	Assignments:	50%	Field experience:	%	Portfolio:	%
Midterm exam:	25%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):

Typical Course Content and Topics

1. Introduction to workplaces
2. Work environments – organizational structure, politics, and culture
3. Work teams – forming teams, leading/following, motivation, and team charter/ground rules
4. Communication – interpersonal skills and human relations
5. Recruitment and retention – selection, interviews, orientations, part-time/full-time/auxiliary workers
6. Recruitment and retention – inclusivity, unions, legislation
7. Performance feedback – mentorship, evaluations/appraisals, discipline
8. Decision making – managing expectations, conflict and stress
9. Meeting and scheduling – examples, best practices
10. Health and safety – best practices for libraries, issues/challenges