



Library & Information Technology

PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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Prior learning credit options at Saskatchewan Polytechnic

See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

How to navigate this document

This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

Contents of this guide

This guide contains the following specific PLAR information and tools for this program

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- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
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A. PLAR fees

Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

B. PLAR eligibility and options

To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (pre-requisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre or corequisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

C. Dates when PLAR assessment is available

PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

All PLAR assessment must be completed by June 15 of each academic year.

D. Special directions for this program

1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. **Apply** for admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
6. **Finalize** assessment plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

Contact the person below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next session). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

Becky Szeman (*Program Head*)
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F. Self-assessing course outlines

Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
Semester 1		
COMM 291	Interpersonal Communication	Arts & Sciences
COMP 174	Introduction to Microsoft Excel 1	
ENGL 101	Critical Reading and Writing	Arts & Sciences
LIB 100	Library Site Visits	
LIB 182	Borrower Services	
LIB 191	Readers' Services	
LIB 197	Searching Resources 1	
LIB 292	Acquisitions and Collections Development	
ORTN 190	Introduction to Libraries	
SOCI 171	Culture and Diversity in Canadian Society	Arts & Sciences
Semester 2		
COMM 113	Applied Communications	Arts & Sciences
COMP 171	Introduction to Microsoft Word	

COURSE CODE	COURSE NAME	Delivered by another department/program
COMP 175	Introduction to Microsoft Excel 2	Arts & Sciences
ENGL 102	Literature Survey	Arts & Sciences
LIB 101	Library Marketing and Public Relations	
LIB 192	Introduction to Reference Services and Resources	
LIB 194	Introduction to Archives	
LIB 196	Introduction to Cataloguing	
LIT 183	Young Adults Literature	
Semester 3		
WORK 285	Work Experience 1	
Semester 4		
CDNS 280	Canadian Government	Arts & Sciences
INDG 200	Indigenous Studies 1	Arts & Sciences
LIB 199	Subject Cataloguing	
LIB 200	Information Architecture Fundamentals	
LIB 291	Searching Resources 2	
LIT 182	Children's Materials	
MGMT 282	Library Leadership	
PRPL 284	Library Programming	
Semester 5		
HIST 280	World History	Arts & Sciences
INDG 201	Indigenous Studies 2	Arts & Sciences
LIB 201	Introduction to Records Management	
LIB 282	Storytelling	
LIB 289	Library Trends and Technology	

COURSE CODE	COURSE NAME	Delivered by another department/program
LIB 290	Serials and Multimedia Cataloguing	
LIB 293	Searching Resources 3	
PROJ 211	Capstone Project	
Semester 6		
WORK 286	Work Experience 2	

COMM 291 - Interpersonal Communication

You will develop employability skills through the study of interpersonal communications theory and applications in the workplace. Learning outcomes include the importance of self-awareness and self-esteem, perception problems, verbal and nonverbal messages, and listening skills, creating positive communication climates and resolving interpersonal conflict.

Credit unit(s): 2.0

Prerequisites: none

Co Requisites: none

Equivalent course(s): BCOM 103, COMM 112, COMM 195, HUMR 182, HUMR 186, JOBS 190, NEPS 114, NURS 163

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe interpersonal communication.			
2. Describe how self-concept and perception affect communication.			
3. Discuss verbal and nonverbal messages.			
4. Discuss factors affecting communication climates.			
5. Apply skills to improve communication.			

COMP 174 – Introduction to Microsoft Excel 1

You will study the basic features of Excel. You will learn to create workbooks, format spreadsheet elements, manipulate multiple worksheets, create simple charts, and use simple formulas and functions.

- Credit unit(s):** 1.0
- Prerequisites:** none
- Corequisites:** none
- Equivalent course(s):** COAP 117, COAP 138, COAP 197, COMP 120

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Create a spreadsheet.			
2. Use basic functions and productivity tools.			
3. Work with multiple worksheets.			
4. Create basic charts.			

ENGL 101 – Critical Reading and Writing

You will develop basic skills in critical analysis and effective reading by analyzing and evaluating materials from various disciplines. You will also refine your understanding and practice of the structures of composition by writing a research paper on a topic of your choice using APA-style.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Practice critical writing skills.			
2. Practice critical reading skills.			
3. Demonstrate persuasive writing strategies in the writing process.			
4. Evaluate research publications.			
5. Create a research paper on a chosen topic by applying critical reading, writing and research skills.			
6. Modify a research paper illustrating revision and editing skills.			

LIB 100 – Library Site Visits

You will tour Saskatoon libraries and archives to become better acquainted with standard library operations and responsibilities of library technicians.

Credit unit(s): 2.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify the role the library has within the community.			
2. Observe basic procedures in the daily operation of a library.			
3. Discuss soft skills required for library professionals.			
4. Explain responsibilities/duties of the library technician within the library.			

LIB 182 – Borrower Services

You will review and demonstrate circulation processes, procedures, and policies. You will discuss reserve collections and interlibrary loans. You will also examine difficult situations.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the role of front-line staff in libraries.			
2. Describe circulation processes.			
3. Demonstrate circulation tasks.			
4. Discuss the functions of reserve collections in academic libraries.			
5. Discuss interlibrary loan services.			
6. Examine difficult situations in libraries.			

LIB 191 – Readers’ Services

You will examine the functions of readers’ advisory services. You will evaluate readers advisory reference sources, perform reader’s advisory interviews, discuss genre types, and create a variety of fiction promotional materials.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Outline the function of readers' advisory services.			
2. Discuss delivery methods of readers' advisory service to patrons outside the library.			
3. Examine the methods of fiction organization and management.			
4. Evaluate readers' advisory reference sources.			
5. Perform a readers' advisory interview.			
6. Create various readers' advisory service promotion tools.			

LIB 197 – Searching Resources 1

You will learn how to use various search systems, including databases, catalogues, and websites. You will also learn about the information search process and various citation styles with a focus on the American Psychological Association (APA) style.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the role of information literacy in libraries.			
2. Examine various search systems.			
3. Discuss the information search process.			
4. Demonstrate searching databases, catalogues, and websites.			
5. Perform keyword searching, exact searching, and controlled vocabulary searching.			
6. Create bibliographic citations following the American Psychological Association (APA) style guide.			

LIB 292 – Acquisitions and Collections Development

You will examine collection development policies and collection management functions. You will examine the acquisitions process. Topics you will study include selection, ordering, receiving, weeding, and mending of materials.

Credit unit(s): 3.0
Prerequisites: ORTN 190(concurrent)
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the key concepts of collection development and management.			
2. Examine collection development policies.			
3. Discuss collection analysis and assessment.			
4. Examine the procedures and routines in the acquisition of various types of materials.			
5. Apply preventative maintenance and mending processes for library materials.			

ORTN 190 – Introduction to Libraries

You will examine various library organizational structures, personnel descriptions, and duties, as well as materials and services available to library patrons. You will identify the promotion of equity and diversity. You will examine resource sharing and identify library associations and partnerships.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine the role of the library within the community it serves.			
2. Identify educational requirements and job descriptions of library personnel.			
3. Compare types of libraries and services.			
4. Promote equity, diversity, and inclusion.			
5. Examine the development of resource sharing.			
6. Identify library associations and other library partnerships.			

SOCI 171 – Culture and Diversity in Canadian Society

You will explore culture and diversity in Canada and the challenges they present. You will discuss the impacts of oppression, multiculturalism, immigration, social inequalities, and social justice at both personal and professional levels. You will discuss the historical and contemporary challenges of Indigenous peoples. You will also examine tools to foster social change and diversity competencies.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none

Equivalent course(s): none

Use a checkmark (P) to rate yourself as follows for each learning outcome		Competent	Learning	None
Competent:	I can apply this outcome without direction or supervision.			
Learning:	I am still learning skills and knowledge to apply this outcome.			
None:	I have no knowledge or experience related to this outcome.			
1.	Examine the concepts of diversity and identity in the context of Canadian society.			
2.	Examine the concepts of oppression, inequality, and race.			
3.	Examine the roles of multiculturalism, religion, and gender in Canadian society.			
4.	Discuss the historical and contemporary challenges of Indigenous peoples.			
5.	Examine immigration to Canada.			
6.	Examine ways of practicing diversity competency on personal and professional levels.			

COMM 113 – Applied Communications

You will apply oral, written, and interpersonal skills needed for successful communication at the library, and specifically with clients. You will receive instruction and practice in effective writing. You will also use job search skills and produce job search documents.

Credit unit(s): 3.0
Prerequisites: COMM 291
Corequisites: none
Equivalent course(s): COMM 192

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate effective oral communication.			
2. Prepare business correspondence.			
3. Produce technical documents.			
4. Demonstrate appropriate customer relations behaviour.			
5. Employ job search techniques.			
6. Create job search documents.			

COMP 171 – Introduction to Microsoft Word

Your studies will introduce you to basic word processing skills such as creating, editing and formatting documents, building tables, using templates and applying styles.

- Credit unit(s):** 1.0
- Prerequisites:** none
- Corequisites:** none
- Equivalent course(s):** CKEY 187, COAP 196, COMP 120

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Create documents.			
2. Edit documents.			
3. Format documents.			
4. Use other word processing features.			

COMP 175 – Introduction to Microsoft Excel 2

You will study the intermediate features of Excel. Using the skills and knowledge you acquired in COMP 174 (Introduction to Excel 1), you will learn to use more advanced spreadsheet functions, create and modify several chart types, and perform data manipulation.

Credit unit(s): 1.0
Prerequisites: COMP 172 or COMP 174

Corequisites: none
Equivalent course(s): COMP 284

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Apply advanced formula construction.			
2. Work with charts.			
3. Perform data management.			

ENGL 102 – Literature Survey

You will produce high quality, argumentative essays based on Saskatchewan literature. You will analyze and discuss literary works from Saskatchewan authors, issues that have affected Saskatchewan both in the past and present and write about Saskatchewan-based topics. You will research Saskatchewan-based topics and issues and apply that knowledge in our analysis of the course material. In addition to analyzing course texts, you will learn to recognize logical fallacies and create logical arguments on various topics throughout the course, in order to create contentious thesis statements and supportive material.

Credit unit(s): 3.0
Prerequisites: ENGL 101
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate knowledge of basic mechanical writing conventions in English.			
2. Summarize arguments expressed in essay format.			
3. Implement rhetorical strategies in essay writing.			
4. Compare literary works on a similar topic.			
5. Compose a literary essay.			
6. Revise a literary essay.			

LIB 101 – Library Marketing and Public Relations

You will examine ways of marketing a library to the community. You will discuss current topics relating to various forms of marketing and investigate the impact of new technologies used in marketing.

Credit unit(s): 3.0
Prerequisites: ORTN 190
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the role of branding and image in libraries.			
2. Identify forms of marketing.			
3. Identify alternate funding sources for library marketing.			
4. Create social media content used for marketing.			
5. Evaluate misinformation and disinformation.			
6. Create a marketing plan.			

LIB 192 – Introduction to Reference Services and Resources

You will be introduced to a reference service and general information resources including dictionaries, encyclopedias, ready reference, and databases. You will search and evaluate these resources.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine service at the reference desk			
2. Choose steps in the reference interview.			
3. Evaluate general reference sources using standard evaluation criteria.			
4. Evaluate general encyclopedias.			
5. Appraise general and specialized dictionaries.			
6. Evaluate ready reference sources.			
7. Assess general electronic periodical and newspaper indexes and databases.			

LIB 194 – Introduction to Archives

You will be introduced to the field of archives, including an overview of archival theory and practice. You will discuss the aspects of archives including appraisal, arrangement, processing, and public programming.

Credit unit(s): 4.0
Prerequisites: ORTN 190
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain basic archival theory.			
2. Examine acquisition and accessioning of archival material.			
3. Examine appraisal and selection of archival material.			
4. Examine arrangement and description of archival materials.			
5. Discuss physical processing of archival material for patron use.			
6. Discuss preservation management.			
7. Discuss reference services and public programming for patrons.			

LIB 196 – Introduction to Cataloguing

You will describe the purpose and use of library catalogues. You will create original and/or derived records for an automated library catalogue using Resource Description and Access (RDA) and Machine-Readable Cataloguing (MARC).

Credit unit(s): 4.0
Prerequisites: ORTN 190
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the history and purpose of library catalogues.			
2. Describe the use of Machine-Readable Catalogue (MARC) in bibliographic records.			
3. Describe the use of International Federation of Library Associations and Institutions (IFLA) Library Reference Model in bibliographic records.			
4. Describe the use of Resource Description and Access (RDA) in bibliographic records.			
5. Construct bibliographic records for print monographs in accordance with RDA and in MARC format.			
6. Demonstrate processing of library materials.			

LIT 183 – Young Adults Literature

You will examine the physical, social, emotional and intellectual factors that influence teen reading/viewing habits and the criteria for selecting materials for teens. You will be exposed to a variety of fiction genres, various methods of presentation, and the major trends and issues regarding services for teens in public and school libraries

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none

Equivalent course(s): none

Use a checkmark (P) to rate yourself as follows for each learning outcome Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.	Competent	Learning	None
1. Examine the physical, emotional, and intellectual characteristics of young adults.			
2. Examine literary elements in young adult fiction.			
3. Assess contemporary young adult fiction in various genres.			
4. Assess contemporary young adult formats.			
5. Examine selection and censorship issues of young adult fiction.			
6. Explore young adult fiction awards.			

WORK 285 – Work Experience 1

You will participate in a three-week supervised work placement in a library. The tasks assigned will be typical of a library technician and within your educational experience. Depending on the hours of the particular library, you may experience shift and weekend work.

Credit unit(s): 0.0
Prerequisites: LIB 100, LIB 196
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate knowledge of library operations.			
2. Exhibits positive attitude toward profession, staff, and patrons.			
3. Demonstrates positive work habits.			
4. Perform library tasks and projects successfully with minimal supervision.			

CDNS 280 – Canadian Government

You will become familiar with the history of the Canadian government and system of parliament (including the constitution from 1867 to present). You will learn the broad principles of government and parliament. This includes the concepts of executive federalism and responsible government.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine the identifying characteristics of Canada's system of parliamentary government.			
2. Analyze the effect of regionalism, social class, gender, ethnic and aboriginal issues on political party support in Canada.			
3. Examine the developments which have led to the current relationship between Quebec and the Canadian government.			
4. Analyze political socialization, and the role of pressure groups and lobbyists, the media and opinion polls.			
5. Examine our political parties, the electoral process and the electoral system.			
6. Analyze the Canadian Constitution and the Charter of Rights and Freedoms.			
7. Examine the structure and functioning of the Executive, Parliament and Judiciary.			
8. Explain the relationship between the bureaucracy and "the government".			

INDG 200 – Indigenous Studies 1

You will examine historical events that have impacted First Nations, Inuit and Metis people in Canada with a goal to understanding contemporary issues. You will explore the role Indigenous people have played in the development of Canadian society, including their struggles to preserve their cultures and inherent rights.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explore Indigenous ways of knowing.			
2. Discuss first contacts and the development of the fur trade.			
3. Examine the history of the treaty making.			
4. Describe how the federal government marginalized First Nations peoples under the terms of the Indian Act.			
5. Describe the purposes, results, and ongoing effects of the residential school system.			
6. Explain the causes and aftermaths of the Metis resistances at Red River and Batoche.			
7. Discuss the evolution of Indigenous political organizations.			
8. Discuss effects of colonization among Inuit in Canada.			
9. Discuss contemporary issues within Indigenous communities.			

LIB 199 – Subject Cataloguing

In your continuing study of the organization of library materials, you will assign Dewey Decimal classification numbers, Library of Congress subject headings, and Library of Congress classification numbers to library materials. You will look at issues with the classification of Indigenous materials and will practice using alternative classifications schemes.

Credit unit(s): 4.0
Prerequisites: LIB 196
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the purpose and process of subject access and classification.			
2. Apply Library of Congress Subject Headings (LCSH) and/or Canadian Subject Headings (CSH) to monographs.			
3. Apply Library of Congress Classification Schedules (LCC) classification numbers to monographs.			
4. Apply Dewey Decimal Classification (DDC) to monographs.			
5. Discuss issues with the classification of Indigenous materials.			
6. Describe additional classification schemes.			

LIB 200 – Information Architecture Fundamentals

You will learn the fundamentals of information architecture (IA). Your studies will include information architecture elements such as organization and navigation. You will also learn to evaluate websites and make design recommendations based on IA principles.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the purpose of information architecture for website design.			
2. Explain the components that make up information architecture for website design.			
3. Practice the collection and analysis of data to determine user needs.			
4. Analyze the usability of websites from an Information Architecture perspective.			
5. Develop design details for a website using IA components.			

LIB 291 – Searching Resources 2

Building on your knowledge of information searching, you will practice answering reference questions using a variety of information resources.

Credit unit(s): 3.0
Prerequisites: LIB 197
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Use information resources in business, commerce, and law.			
2. Use information resources in health sciences.			
3. Use information resources in education.			
4. Use information resources in sport and recreation.			
5. Use information resources in history and geography.			
6. Use government information resources.			

LIT 182 – Children’s Materials

You will discuss the history of children’s literature. You will explore representative works of contemporary fiction and non-fiction children’s material. You will examine the criteria and resources used to select children’s materials.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the history and development of children's literature.			
2. Identify children's material selection guides.			
3. Explore children’s books awards.			
4. Examine contemporary picture books and juvenile fiction.			
5. Evaluate picture books and juvenile fiction using standard selection criteria.			
6. Examine contemporary juvenile nonfiction.			
7. Evaluate juvenile nonfiction using standard nonfiction selection criteria.			

MGMT 282 - Library Leadership

You will focus on management and leadership styles, planning, and the staffing process. You will be expected to integrate the theoretical framework with practical applications through case studies, readings, simulations, and class discussion.

Credit unit(s): 3.0
Prerequisites: ORTN 190
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the general theories of management.			
2. Demonstrate the strategic planning process in libraries.			
3. Analyze the staffing process.			
4. Demonstrate employee development techniques.			
5. Discuss leading and motivating staff.			
6. Discuss budgeting techniques.			

PRPL 284 - Library Programming

You will discuss current topics relating to library programming for the entire community. Planning and executing library programs will be emphasized.

Credit unit(s): 3.0
Prerequisites: PRPL 180
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Explain the purpose of programming in libraries.			
2. Discuss types of programming in libraries.			
3. Demonstrate methods for selecting library programs.			
4. Analyze library programs.			
5. Construct a science, technology, engineering, and mathematics (STEM) library program for youth.			
6. Design a library program for any age.			

HIST 280 – World History

You will study major patterns of change and continuity from 1450 to the 21st Century. You will learn to interpret change and historical causation, which will increase your ability to perform comparative analysis. You will focus on forces that cut across societies globally, and relate these forces to current issues in politics, economics, religion, gender and culture.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Analyze political, economic, gender and cultural trends during the early modern period 1450 – 1750.			
2. Relate the early world economy to the modern world economy and globalization.			
3. Summarize global transformations during the Long 19th Century.			
4. Discuss the significance of the abolition of slavery and serfdom.			
5. Compare nationalism in Latin American with imperialism in Africa.			
6. Describe the age of revolutions.			
7. Analyze contemporary democracy.			

INDG 201 – Indigenous Studies 2

You will focus on the contemporary issues impacting First Nations, Inuit, and Metis people in Canada. You will explore the role Indigenous peoples have played in the securing of Indigenous rights and their ongoing efforts of decolonization.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the role of the arts in contemporary Indigenous societies.			
2. Examine comprehensive land claims.			
3. Compare approaches to Indigenous self-government.			
4. Describe issues relating to Indigenous peoples and the Canadian justice system.			
5. Discuss the evolution of Aboriginal rights in Canada.			
6. Examine economic development in Indigenous communities.			
7. Explore issues of health and well-being in Indigenous communities.			
8. Discuss media representation of Indigenous peoples.			
9. Examine the experiences of Indigenous peoples in urban communities.			

LIB 201 – Introduction to Records Management

You will develop the knowledge and skills needed for records and information management (RIM). You will gain an understanding of the fundamental concepts and practices of records and information management, covering both traditional and electronic formats. You will use your knowledge to design and implement a Records and Information Management system tailored to an organization’s specific needs.

Credit unit(s): 3.0
Prerequisites: none
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Describe the concepts and practices of records and information management.			
2. Operate different kinds of filing systems.			
3. Demonstrate the different tools and technologies used in records management settings.			
4. Practice the management of electronic records, including those on the cloud and social media.			
5. Analyze the records retention schedule.			
6. Create a record and information management (RIM) system for an organization.			

LIB 282 – Storytelling

You will examine the history of storytelling and will look at its impact on literacy skills. You will prepare and present stories using a variety of methods. You will plan, prepare and present a complete story time program.

Credit unit(s): 3.0
Prerequisites: ORTN 190
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the role storytelling and oral reading have in developing literacy skills.			
2. Analyze bibliographic selection guides for storytelling.			
3. Read a story from a picture book to a group.			
4. Tell a “told” story to a group.			
5. Demonstrate multimedia storytelling techniques using a variety of methods.			
6. Present appropriate stories in various formats to participants in a story time program.			

LIB 289 – Library Trends and Technology

You will investigate and discuss trends in technologies, strategies, and services. You will examine trends and issues in information technology, assistive technology, and various information formats.

Credit unit(s): 3.0
Prerequisites: ORTN 190
Corequisites: none
Equivalent course(s): LIB 183

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Examine trends, issues, and needs in the library.			
2. Explore information and service platforms and technologies.			
3. Demonstrate the use of current service platforms to enhance library operations.			
4. Examine current assistive technologies and alternate formats.			
5. Demonstrate basic digital technology troubleshooting.			

LIB 290 – Serials and Multimedia Cataloguing

Building on your knowledge of traditional descriptive and subject cataloguing, you will create bibliographic records for non-book materials such as DVDs, e-books, video games, compact discs, pictures, and print/electronic serials.

Credit unit(s): 4.0
Prerequisites: LIB 199
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent: I can apply this outcome without direction or supervision. Learning: I am still learning skills and knowledge to apply this outcome. None: I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Discuss the process of cataloguing multimedia resources.			
2. Construct bibliographic records for multimedia resources using Machine Readable Catalogue Record (MARC) format in accordance with Resource Description and Access (RDA).			
3. Construct bibliographic records for print serials using MARC format in accordance with RDA.			
4. Construct bibliographic records for electronic serials using MARC format in accordance with RDA.			
5. Demonstrate the use of current and emerging cataloguing technologies.			

LIB 293 – Searching Resources 3

Building on your knowledge of information searching, you will practice answering reference questions using a variety of information resources.

Credit unit(s): 3.0
Prerequisites: LIB 197
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Use information resources in religion, mythology, and philosophy.			
2. Use information resources in the fine and performing arts.			
3. Use information resources in literature.			
4. Use information resources in Indigenous topics.			
5. Use information resources in science, technology, engineering, and math (STEM).			

PROJ 211 – Capstone Project

You will conduct an applied research project. Working individually or in small groups, you will integrate the skills, training and knowledge you acquired throughout the program to design, conduct, analyze and present the results of a research project that is both significant and relevant to the library field of practice.

Credit unit(s): 4.0
Prerequisites: ENGL 101
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Identify an applied research project of interest to libraries.			
2. Submit a project proposal.			
3. Conduct a review of recent literature relevant to the project.			
4. Perform the collection and analysis of data.			
5. Prepare a presentation.			
6. Deliver a presentation.			

WORK 286 – Work Experience 2

You will participate in a three-week supervised work placement in a library. The tasks assigned will be typical of a library technician and within your educational experience. Depending on the hours of the particular library, you may experience shift and weekend work.

Credit unit(s): 0.0
Prerequisites: WORK 285, LIB 290
Corequisites: none
Equivalent course(s): none

<p>Use a checkmark (P) to rate yourself as follows for each learning outcome</p> <p>Competent:I can apply this outcome without direction or supervision. Learning:I am still learning skills and knowledge to apply this outcome. None:I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrates knowledge of library operations.			
2. Exhibits positive attitude toward profession, staff, and patrons.			
3. Demonstrates positive work habits.			
4. Perform library tasks and projects successfully with minimal supervision.			