



Library Clerk Applied Certificate

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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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 be a registered student at Sask Polytech. 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 (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites 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 assessments 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. **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.
5. **Finalize** an assessment plan with your assigned assessor.
6. **Complete** assessment before your PLAR registration expires.

E. PLAR contact person

Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). 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.

Chasity Berast, Program Head

Saskatchewan Polytechnic, Saskatoon Campus, 4th Ave

Phone: 306 – 659 - 3846

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F. Self-rating 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
LIB 191	Readers' Services	
LIB 192	Introduction to Information Resources	
LIT 182	Children's Materials	
LIT 183	Young Adults' Materials and Services	
ORTN 190	Introduction to Library Service	
PRPL 284	Public Relations and Programming	

LIB 191 - Readers' Services

Focusing on school and public libraries, you will examine the roles and functions of readers' advisors. You will study fiction reference sources, readers' advisory interviews, genre types and representative examples, and a variety of fiction promotion techniques.

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

<p>Use a checkmark (✓) 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 role and function of readers' advisory services in school and public libraries.			
2. Examine the methods of fiction organization and management.			
3. Evaluate print and online readers advisory reference sources.			
4. Outline the reading background and training required for readers' advisory service.			
5. Create various readers' advisory service promotion tools.			
6. Discuss delivery methods of fiction readers' advisory service to patrons outside the library.			

LIB 192 - Introduction to Information Resources

You will be introduced to reference service and general information resources: including dictionaries, encyclopedias, ready reference, and indexes. You will utilize the information search process to search these print and non-print resources.

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

<p>Use a checkmark (✓) 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. Explore the information search process.			
4. Evaluate general reference sources using standard evaluation criteria.			
5. Evaluate general encyclopedias.			
6. Appraise general and specialized dictionaries.			
7. Evaluate ready reference sources.			
8. Assess general electronic periodical and newspaper indexes and databases.			

LIT 182 - Children's Materials

You will discuss the history of children's literature and become familiar with representative works of contemporary children's material in fiction and non-fiction. You will examine the criteria used to select children's material for school and public libraries.

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

<p>Use a checkmark (✓) 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 children's literature.			
2. Identify children's material selection guides.			
3. Examine contemporary fiction in various genres for children: preschool to grade six.			
4. Explore the awards presented to children's books and their recipients.			
5. Evaluate picture books and juvenile fiction in print format using standard selection criteria.			
6. Examine contemporary juvenile nonfiction titles for children: preschool to grade six.			
7. Evaluate juvenile nonfiction print material using standard nonfiction selection criteria.			

LIT 183 - Young Adults' Materials and Services

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

<p>Use a checkmark (✓) 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 physical, emotional, and intellectual characteristics of young adults (ages 12-18).			
2. Examine the essential literary elements such as plot, theme, characterization, point of view, etc. and the components of appeal in reading, discussing, viewing, and evaluating young adult materials.			
3. Assess contemporary young adult fiction in various genres/formats within the regional, national, and international young adult literature canon.			
4. Evaluate current selection aids and examine the issues re selection/censorship of young adult literature in materials/programming school and public libraries.			
5. Explore awards presented to young adult fiction.			
6. Examine school and public library methods of promoting young adult materials and services.			

ORTN 190 - Introduction to Library Service

You will examine various library organizational structures, personnel descriptions and duties, and materials and services to library patrons. Library and Archives Canada, other major Canadian libraries, the Saskatchewan library system and other library partnerships will be discussed.

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

<p>Use a checkmark (✓) 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 the formal and informal role of the library and the community it serves.			
2. Identify educational requirements and job descriptions of library personnel.			
3. Explore library collections.			
4. Compare types of libraries and services.			
5. Examine the development and role of Library and Archives Canada.			
6. Examine the development of resource sharing and the multi-type Library System in Saskatchewan.			
7. Identify library associations and other library partnerships within Saskatchewan/Canada.			

PRPL 284 - Public Relations and Programming

You will examine ways of marketing the library to the community. You will discuss current topics relating to programming for the entire community. Planning and executing visual displays and programs will be emphasized.

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

<p>Use a checkmark (✓) 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 public relations in libraries.			
2. Examine the public image of the library as part of a public relations/marketing plan.			
3. Identify kinds of marketing for the library.			
4. Identify forms of marketing for the library.			
5. Analyze the role and function of programming in the library.			
6. Compare types of programming in school/public/academic and special libraries.			
7. Develop a library program and promotional material (posters, etc.).			
8. Explore alternate funding resources for library programming/services.			