



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.

Becky Szeman (*Program Head*)
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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 Reference Services and Resources	
LIT 182	Children's Materials	
LIT 183	Young Adult Literature	
ORTN 190	Introduction to Libraries	
PRPL 284	Library Programming	

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

Use a checkmark (✓) 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.	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 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

Use a checkmark (✓) 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 service at the reference desk.			
2.	Construct a 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.			

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

Use a checkmark (✓) 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. Discuss the history and development 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.			

LIT 183 - Young Adult 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 (✓) 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 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.			

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

Use a checkmark (✓) 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 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.			

PRPL 284 – Library 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): PRPL 180

Use a checkmark (✓) 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.	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.			