LIBRARY AND INFORMATION
TECHNICIAN

This diploma program trains you for work in the service-oriented environment of libraries and information retrieval. Learn to use industry-specific software, become an expert in finding information from multiple sources, organize materials through cataloguing and classification, and much more.

CODE: LIT
CAMPUS: Seneca@York
CREDENTIAL AWARDED: Ontario College Diploma
DURATION: 2 years (4 semesters)
START DATE: Fall

Seneca

PROGRAM DESCRIPTION

Graduates of Seneca's Library and Information Technician program earn an Ontario College Diploma.

WHAT YOU'LL NEED

- Ontario Secondary School Diploma with a majority of senior credits at the College Preparation (C), University Preparation (U) or University/College Preparation (M) level or Mature Student Status (age 19 or older)
- Grade 12 English: ENG4(C) or ENG4(U)

Note: Although not required for admission, keyboarding, basic computer skills and strong communication skills are desirable.

WHAT YOU'LL LEARN

The focus of the program is practical and experience-based, whether in class, working independently on assignments, or in field placements. Your educational experience includes a high proportion of time using computers and software specific to the library and information industry. The curriculum is based on the Guidelines for the Education of Library Technicians produced by the Canadian Federation of Library Associations and changes continuously to reflect the latest developments in the working world. The skill set at the completion of this program prepares graduates to take their place in the workforce and be productive immediately.

YOUR CAREER

Library technicians work in various environments such as business corporations, professional firms, cultural organizations, financial institutions, schools, and public libraries. Their jobs require them to be service-oriented, work with minimal supervision and adaptable to change. Library technicians, along with librarians, are the mainstay of libraries, and have found positions in the information industry.

AFFILIATIONS AND ASSOCIATIONS

- Canadian Federation of Library Associations
- Ontario Association of Library Technicians/ Association des Bibliotechniciens de l'Ontario
- Ontario Library Association
- Special Libraries Association Library and Information Technician

CURRICULUM

SEMESTER 1

Communicating Across Contexts

Introduction to Computers and Applications

Cataloguing I

Circulation

Searching I

Introducing Libraries

General Education Option

SEMESTER 2

Cataloguing II

Acquiring Library Materials I

Reference Resources I

Searching II

Library Promotions

Placement and Work Skills

General Education Option

SEMESTER 3

Cataloguing III

Acquiring Library Materials II

Reference Resources II

Library Software

Reference Processes

General Education Option

Field Placement I

SEMESTER 4

Professional Issues in Libraries

Cataloguing IV

Searching III

Library Programs

Human Relations in Libraries

Field Placement II

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