

# LIBRARY & INFORMATION TECHNICIAN (LIT)

## About the Program

This two-year diploma program prepares you to work in various library environments, performing essential day-to-day library operations and working alongside librarians. Learn to provide materials, information and services to library clients. Become an expert in acquiring, preparing and organizing all types of library materials, using software specific to the library and information industry.

The curriculum is based on the Guidelines (<http://cfla-fcab.ca/en/guidelines-and-position-papers/guidelines-for-the-education-of-library-technicians/>) produced by the Canadian Federation of Library Associations.

If you already have a postsecondary education and are able to learn in a rapid condensed format, you may be interested in the accelerated version (<https://www.senecapolytechnic.ca/programs/fulltime/LITA.html>) of this program.

## Credential Awarded

Ontario College Diploma

## Duration

4 Semesters (2 Years)

## Starts

September

## Program and Course Delivery

This program is offered in Seneca's hybrid delivery format with some courses available in Seneca's flexible delivery format. Some coursework is online and some must be completed in person. Students will need to come on campus to complete in-person learning requirements. For courses offered in the flexible delivery format, professors use innovative learning spaces and technology to teach students in a classroom or lab and broadcast in real time to students attending remotely. In flexible courses, students have the choice of coming on campus or learning online.

### Skills

Throughout this program you will develop the following skills:

- Deliver services including circulation, reference, interlibrary loan and programs to library clients
- Find information from countless sources for clients
- Acquire, prepare and organize all types of library materials
- Use software specific to the library and information industry
- Supervise circulation and acquisitions staff
- Promote libraries through the development of materials and advocacy in the profession

## Work Experience

### Field Placement

There are two three-week field placements in special libraries, public libraries and/or in school or academic libraries. The program assigns placements with input from the student. A police check is required for many libraries.

## Your Career

Graduates of the program can explore the following career options:

- Library technician
- Circulation technician
- Reference technician
- Information assistant
- E-resources technician
- Children services technician

Library technicians, as part of the formally educated library profession along with librarians, engage in lifelong learning and are active members of the Ontario Association of Library Technicians, Ontario Library Association and the Special Libraries Association.

## Program of Study

Course Code	Course Name	Weekly Hours
<b>Semester 1</b>		
COM101 or COM111	Communicating Across Contexts Communicating Across Contexts (Enriched)	3
LIT100	LIT Introduction to Computer Applications	2
LIT103	Cataloguing I	3
LIT104	Circulation	3
LIT108	Searching I	3
LIT150	Introducing Libraries	3
plus: General Education Course (1)		3
<b>Semester 2</b>		
LIT203	Cataloguing II	3
LIT204	Acquiring Library Materials I	3
LIT206	Reference Resources I	3
LIT208	Searching II	3
LIT210	Library Promotions	3
LIT250	Placement and Work Skills	2
plus: General Education Course (1)		3
<b>Semester 3</b>		
FPL385	Field Placement I for Library Technicians	6
LIT303	Cataloguing III	3
LIT304	Acquiring Library Materials II	3
LIT306	Reference Resources II	3
LIT314	Library Software	3
LIT316	Reference Processes	3
plus: General Education Course (1)		3
<b>Semester 4</b>		

FPL485	Field Placement II for Library Technicians	6
LIT400	Professional Issues in Libraries	3
LIT403	Cataloguing IV	3
LIT408	Searching III	3
LIT416	Library Programs	3
LIT420	Human Relations in Libraries	3

## Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Acquire book and non-book materials using manual and automated procedures for bibliographic verification, vendor selection, order production, and fund management.
- Derive, edit and/or create catalogue records using AACR2, LCSH, and DDC using MARC coding in national bibliographic utilities, CO-ROM, and microcomputer based systems.
- Analyze information requests, select appropriate reference sources, develop search strategies, conduct searches and present results using print, on-line and CD-ROM formats.
- Maintain serials control and circulation systems in manual, microcomputer and minicomputer environments.
- Develop and prepare promotional materials, bibliographies, and reports using word-processing and (ultimately) desktop publishing facilities.
- Develop and implement simple database and indexing systems for special collections.

## Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)
- English: Grade 12 C or U, or equivalent course

Canadian citizens and permanent residents may satisfy the English requirements for this program through successful Seneca pre-admission testing. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)

Recommended upgrading for applicants who do not meet academic subject requirements. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html>)

## International Student Information

International admissions requirements vary by program and in addition to English requirements (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html>), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada ([senecapolytechnic.ca](https://www.senecapolytechnic.ca)) (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html>).

## Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.