

# LIBRARY & INFORMATION TECHNICIAN (ACCELERATED) (LITA)

## About the Program

This accelerated 12-month version of the Library and Information Technician (<http://www.senecapolytechnic.ca/programs/fulltime/LIT.html>) 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.

This accelerated program is designed for you, if you already have postsecondary education and are able to learn in a rapid, condensed format for the Summer Semester.

- May and June - First semester courses
- July and August - Second semester courses
- Fall semester - Third semester courses
- Winter semester - Fourth semester courses

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.

You can also pursue the same diploma in the four semester (two-year) Library and Information Technician (<https://www.senecapolytechnic.ca/programs/fulltime/LIT.html>) program.

## Credential Awarded

Ontario College Diploma

## Duration

3 Semesters (12 Months)

## Starts

May

## 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

The libraries where graduates work are diverse in nature, ranging from those in business, hospitals and law firms to school, college and university, and public libraries. You may also pursue future career options, such as:

- 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 &amp; 2</b>		
LIT100	LIT Introduction to Computer Applications	2
LIT103	Cataloguing I	3
LIT104	Circulation	3
LIT108	Searching I	3
LIT150	Introducing Libraries	3
LIT203	Cataloguing II	3
LIT204	Acquiring Library Materials I	3
LIT206	Reference Resources I	3
LIT208	Searching II	3
LIT210	Library Promotions	3
<b>Semester 3</b>		
FPL385	Field Placement I for Library Technicians	6
LIT250	Placement and Work Skills	2
LIT303	Cataloguing III	3
LIT304	Acquiring Library Materials II	3

LIT306	Reference Resources II	3
LIT314	Library Software	3
LIT316	Reference Processes	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 university or college degree or equivalent, or an Ontario college diploma or equivalent.

Applicants with substantial completion of a degree (75%) and a minimum of three postsecondary general education or liberal studies credits may be considered for admission.

Applicants with credentials from outside of Canada must provide a "course-by-course" credential assessment from a recognized agency such as WES (World Education Services) or ICAS (International Credential Assessment Service); including a Postsecondary English course or equivalent.

## Additional Information

Postsecondary English course equivalency can be demonstrated through the following:

- Completed postsecondary credential from an institution and country where English is the primary language spoken (Canada or one of the countries listed here (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/english-proficiency.html#exempt-list>))

## 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/international/apply/how-to-apply/admission-requirements/academic-requirements.html)) (<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.