INFM – LIBRARY & INFORMATION TECHNOLOGY

INFM 101
Libraries in the Information Age
3 Credits   Weekly (3-0-0)
This course introduces students to the role of libraries in a modern information society. Major topics include: the organization, services, and evolving issues of libraries and information centers; the fundamentals of search techniques and access to information; and an overview of the role of information professions with emphasis on library culture and values.

INFM 104
Acquisition and Management of Collections
3 Credits   Weekly (3-0-0)
This course covers the principles, policies and procedures for developing and managing print and e-resource collections. Students apply concepts from the collection development process such as selection, verification, acquisition, and evaluation principles. The management of acquisitions budgets, examination of the responsibilities of the technical services department, and current resource sharing models are covered. The importance of alternative viewpoints, diversification, and intellectual freedom issues, such as censorship and copyright principles, are discussed.

INFM 152
Information Services I
3 Credits   Weekly (3-0-0)
This course introduces students to the principles of effective public service in libraries. Students investigate the philosophy, practices, and issues surrounding reference services. Effective search strategies are used to find, use and evaluate information critically. Library design and merchandising strategies are considered.

INFM 155
Organization of Information I
3 Credits   Weekly (2-2-0)
This course introduces students to the theory and principles of information organization. It examines in detail the Resource Description Access (RDA) and Anglo-American Cataloguing Rules for describing information materials in a variety of formats. Also covered is an introduction to the classification of materials using the Dewey Decimal and Library of Congress classification schemes and Library of Congress Subject Headings lists. Included is the encoding of catalogue records using the MARC standard.

INFM 202
Information Services II
3 Credits   Weekly (3-0-0)
This advanced level reference course introduces students to the principles and practices of specialized database searching to meet subject specific and specialized information needs. Students apply information literacy concepts and instructional techniques, and discuss evidence-based practice in libraries.
Prerequisites: INFM 152.

INFM 205
Organization of Information II
3 Credits   Weekly (2-2-0)
This course covers subject analysis of materials by applying the principles and practices of classification using the Dewey Decimal and Library of Congress classification schemes, and Library of Congress Subject Headings. Also included is an introduction to metadata for digital resources, and standards associated with the semantic web.
Prerequisites: INFM 155.

INFM 208
Library Services for Children and Young Adults
3 Credits   Weekly (3-0-0)
This course introduces the learner to children's and young adult literature; its history, the various forms, and evaluative techniques employed in selecting literature for these age groups. Students will design and deliver library programs or services for children and young adults representative of all young people in society.
Prerequisites: INFM 101.

INFM 209
Records Management
3 Credits   Weekly (3-0-0)
Students are introduced to the concepts and elements of records and information management. The course includes an introduction to records management systems; information life cycle, project management in information management, classification, retention and disposition, protection of sensitive and vital records, forms content and management, policy development and review, access and privacy legislation.
Prerequisites: INFM 101 and INFM 210.

INFM 210
Information and Society
3 Credits   Weekly (3-0-0)
This course examines the larger context of the library within the community and in society, and the role of library staff within that environment. Students discuss how different issues of social responsibility and justice affect libraries. Attention is given to examining topics such as professional ethics, intellectual freedom, access to information, freedom of expression, censorship, privacy, the role of the library in the community and with diverse populations, and the current social, political, and legal issues surrounding information and libraries.
Prerequisites: INFM 101, INFM 104.

INFM 219
Archival Principles and Practices
3 Credits   Weekly (3-0-0)
Students are introduced to the theory and practice of archival science, including acquisition, appraisal, arrangement, description and reference services and the role of the archival technician. Students also study best practices in preservation and conservation, outreach, security, digitization and digital preservation.
Prerequisites: INFM 209.

INFM 258
Information Systems Design
3 Credits   Weekly (3-0-0)
Students are introduced to library and information systems and technologies used in information environments. Topics include identifying library system vendors and products, and explaining how the various technology systems work in relationship to each other to provide library services. Students will evaluate technologies based on user need, user experience and usability principles, and universal design and accessibility concepts. Technology trends and the use of technology planning for the future will also be discussed.
Prerequisites: INFM 202 and CMPT 104.

INFM 259
Information Services Management
3 Credits   Weekly (3-0-0)
This course explores the management of library operations, focusing on organizational structure, organizational behavior, human resources, and financial management. The course outlines theories, practices, and general management principles of library and information settings. Students identify and examine the governance of libraries and use project management techniques to align library projects with strategic goals.
Prerequisites: INFM 202.

INFM 260
Field Placement
3 Credits   Total (0-0-140)
Students gain practical experience through supervised workplace learning in a library or information setting. Prior to field placement, students develop a list of objectives and attend seminars to prepare for a library, archives, or records management workplace environment. Seminars may provide students with additional information about library and information work.
Prerequisites: INFM 210, INFM 258 and INFM 259.