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 information cycle; the organization, services, and evolving issues of libraries and information centers in the digital age; and an overview of the role of information professions.

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 collections. Students develop skills in the review, evaluation, selection, verification, acquisition, and receiving procedures for print and non-print material. The management of acquisitions budgets, and examination of the organization and function of the technical services department is covered. Students learn to find, verify and use systems for document delivery and interlibrary loan management.

INFM 152
Information Services I
3 Credits Weekly (3-0-0)
This course introduces students to the principles of public service in libraries. Students investigate the philosophy, issues, and practices of library reference services. Students acquire knowledge of traditional and emerging reference practices, and apply electronic search skills to effectively respond to customer queries.

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 Anglo-American Cataloguing Rules for describing information materials in a variety of formats, and Library of Congress Subject Headings lists for organizing information for retrieval by subject. Also included are MARC and other information exchange formats and procedures for deriving cataloguing and subject access information from external sources.

INFM 201
Organization of Information II
3 Credits Weekly (2-2-0)
This course introduces students to the theory and principles of information organization. It examines in detail the Anglo-American Cataloguing Rules for describing information materials in a variety of formats, and Library of Congress Subject Headings lists for organizing information for retrieval by subject. Also included are MARC and other information exchange formats and procedures for deriving cataloguing and subject access information from external sources.

INFM 202
Information Services II
3 Credits Weekly (3-0-0)
This advanced level reference course introduces students to the principles and practices of database searching, reference materials in specialized collections, instructional techniques, and social media trends in libraries. Students will examine the structure and philosophy of academic and special libraries, focusing on resources for specific subjects and special clientele.
Prerequisites: INFM 152.

INFM 205
Organization of Information II
3 Credits Weekly (2-2-0)
This course covers the principles and practice of classification of materials using the Dewey Decimal and Library of Congress classification schemes. Further examination of MARC coding, and methods of organizing specialized information materials is also included. Students are introduced to the Resource Description Access (RDA) rules for cataloguing.
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 learn to design and deliver library programs for children and young adults including storytelling, booktalks, and makerspaces.
Prerequisites: INFM 101 and INFM 152.

INFM 209
Records, Information, and Privacy Management
3 Credits Weekly (3-0-0)
Students are introduced to the concepts and elements of records and information management in the context of emerging social standards about access to information and personal information privacy protection, especially in public sector entities. The course includes an introduction to records organization 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.
Prerequisites: INFM 101, INFM 104.

INFM 219
Archives and Electronic Records Management
3 Credits Weekly (3-0-0)
Students study the archival management of records including fundamental concepts of archival science, contemporary issues, digital archives and the role of the archival technician. Students also study best practices in records management, records preservation plans, and issues regarding the impact of technology on the management of electronic records.
Prerequisites: INFM 209.

INFM 258
Information Systems Design
3 Credits Weekly (3-0-0)
Students are introduced to systems analysis and design in the information environment. Topics include identifying and defining problems, the role of the human element in systems analysis and design, system selection, testing, implementation, user interface design, the current state of the systems marketplace, open source alternatives to proprietary system solutions, and evaluating system performance and vendor support.
Prerequisites: INFM 202 and CMPT 104.
INFM 259
Information Services Management
3 Credits Weekly (3-0-0)
Students study and examine the governance of libraries, including core values of the library profession, the mission and vision statements, the strategic planning process, and policy development. Change management and project management techniques and principles are used to illuminate key trends affecting libraries and library service. Leadership styles, supervision, budgets, and customer service are covered. Several human resource components are practiced including job posting and job description writing, interviewing skills, and performance management cycle.
Prerequisites: INFM 202 and INFM 210.

INFM 260
Field Placement
3 Credits Total (0-0-140)
Students gain first-hand on-the-job experience through supervised workplace learning in a library setting. Prior to field placement, students develop a list of objectives and attend seminars to prepare for a library or records management workplace environment. Employers and recent graduates offer an insider’s view of expectations in the workplace and how to have a successful workplace learning experience.
Prerequisites: INFM 208, INFM 258 and INFM 259.