

## INFORMATION FOR FOREIGN-TRAINED LIBRARIANS AND LIBRARY TECHNICIANS

There are many avenues you can take to enhance your skills and improve your chances of working in a library environment in Canada. The following are some suggestions, for general informational purposes only, and not a guarantee of employment.

### ACCREDITATION

If your library degree is from another country, you should get it accredited as soon as possible. Most employers in the library field require a degree from an ALA( American Library Assoc.) accredited library school or program of library and information studies. Sometimes an employer will consider credentials from a non- ALA accredited institution as long as official documentation from the ALA indicating the equivalency of the credentials are provided. For more information on accreditation you may contact:

1. Canadian Information Centre for International Credentials (CICIC)  
[www.cicic.ca/professions/5111en.asp](http://www.cicic.ca/professions/5111en.asp)
2. International Credential Evaluation Service (ICES)  
3700 Willingdon Ave.  
Burnaby, BC  
V5G 3H2  
<http://www.bcit.ca/ices/>  
604-432-8800  
<http://www.bcit.ca/ices/>  
email: [icesinfo@bcit.ca](mailto:icesinfo@bcit.ca)
3. Canadian Library Association (CLA)  
  
<http://www.cla.ca/>
4. SPL's website ([www.spl.surrey.bc.ca](http://www.spl.surrey.bc.ca)) has a site called **New Canadians** on it's homepage. Click on it and follow the links to more information on Foreign Credentials.

### LIBRARY COURSES

1. School of Library, Archival and Information Studies (SLAIS) UBC  
Suite 301-6190 Agronomy Rd  
Vancouver, BC V6T 1Z3  
604-822-2404  
<http://www.slais.ubc.ca/>  
email: [slais@interchange.ubc.ca](mailto:slais@interchange.ubc.ca)

- offers Masters degree in Library and Information Studies.

2. Langara College  
Library & Information Technology Program  
100 West 49<sup>th</sup> Ave.  
Vancouver, BC  
V5Y 2Z6  
<http://www.langara.bc.ca/>  
For more info. contact: Jacqueline Bradshaw at:  
[jbradshaw@langara.bc.ca](mailto:jbradshaw@langara.bc.ca)  
<http://www.langara.bc.ca/>  
  
- offers Library Technician diploma in Science and Technology Department.
3. Douglas College  
700 Royal Ave.  
New Westminster, BC  
V3L 5B2  
604-527-5400  
<http://www.douglas.bc.ca/>  
  
- offers a couple of Library courses which " provide (s) an overview of information literacy and research skills required to succeed in college and university".  
- These are general courses and do not lead to a library certificate or diploma.
4. University of the Fraser Valley (UFV)  
Library and Information Technology Program  
33844 King Rd.  
Abbotsford, BC  
604-504-7441  
[libinfo@ucfv.ca](mailto:libinfo@ucfv.ca)  
<http://www.ufv.ca/>  
  
- offers Library & Information Technology Diploma  
- course can be done online by distance education.
5. BCLA's webpage sometimes has information on distance education courses offered by the Public Library Services Branch:
  - a) <http://www.bcla.bc.ca/> (BCLA website)
  - b) <http://www.bcpl.gov.bc.ca/lb/cltp/> (Public Library Services Branch website)  
Contact program coordinator Ms Ene Haabniit 604-660-9888
6. University of Victoria offers a Graduate Professional Certificate in Library Sector Leadership, a part-time program designed for mid-career librarians:  
  
<http://publicadmin.uvic.ca/gradcerts>  
[mpadmin@uvic.ca](mailto:mpadmin@uvic.ca)

## **LIBRARY ASSOCIATIONS**

1. British Columbia Library Assoc. (BCLA)  
#150-900 Howe St.  
Vancouver, BC  
V6Z 2M4

604-609-0707  
<http://www.bcla.bc.ca>

Provides information on library-related events, courses, news, conferences, jobs, networking opportunities, and other links. BCLA's listserv will automatically email you job advertisements. Publishes newsletter called BCLA Browser.

2. Canadian Library Assoc. (CLA)  
328 Frank St.  
Ottawa, Ontario  
K2P 0X8

613-232-9625  
[http://www.cla.ca/  
info@cla.ca](http://www.cla.ca/info@cla.ca)

Provides information similar to BCLA on a national level, as well as extensive job and career links and sites. Publishes a newsletter called Feliciter which has a Library Careers section.

## **LIBRARY JOURNALS**

Thousands of books are published in N.America every year.

There are a number of Canadian and American library journals which contain reviews of newly published books of interest to libraries and the reading public, and reviews of nonprint items such as CD-ROMs, books on tape, databases etc. As well, these journals contain interesting and important articles about library services. Some titles are:

Quill & Quire (Canadian): <http://www.quillandquire.com/>  
Feliciter (Canadian): access it through CLA website  
Library Journal (American): <http://www.libraryjournal.com/>  
Kirkus (American): <http://www.kirkusreviews.com/>  
American Libraries (American): <http://www.ala.org/ala/online/index.cfm>

## **LIBRARIES**

Visit Vancouver Public Library's Skilled Immigrant Infocentre for free consultation, customized job search information, referrals, and more. Website is:  
[www.skilledimmigrants.vpl.ca](http://www.skilledimmigrants.vpl.ca)

Explore opportunities, including volunteering in different types of libraries such as hospital libraries, school libraries, private company libraries, as well as public libraries.

Bookstores may be another option. Many organizations require employees with library skills; for instance, the BC Teachers' Federation advertised for an Information Assistant for its library.

### **LIBRARY SKILLS**

In addition to your library credentials, participation, experience, and skills in the following areas are crucial and will enhance your employment chances:

1. Customer Service: take workshops and read about how to serve the public.
2. Internet searching
3. Library catalogue searching (try searching the catalogues of different public and academic libraries)
4. Database searching
5. Email
6. Searching websites of different libraries
7. Keyboarding, MS Word, Excel
8. Excellent command of written and spoken English, including idioms, slang.
9. Surrey Public Library's job search workshops

### **REFERENCE SOURCES**

It is vital to be familiar with reference sources, particularly Canadian ones, such as business directories, almanacs, encyclopedias etc.

The South Fraser Directory of Services, (commonly known as the Grey Book), and the Red Book: Directory of Services for the Lower Mainland (commonly known as the Red Book), are worth noting, as they will also help you with useful information about your community, community organizations and services, including employment services. Other common reference sources include the Gold Book, CPS Manual, and Martin's Annual Criminal Code.

### **FAMILIARIZING YOURSELF WITH NORTH AMERICAN CULTURE**

1. Learn about your community, by **volunteering** and participating in community events
2. Join committees and clubs within your community
3. Read newspapers, local, national, and international
4. Read popular magazines
5. Read popular novels and best-sellers, become familiar with popular adult authors
6. Read popular children's novels, picture books, fairy tales, folk tales, songs, comics etc.
7. Listen to music CDs, radio
8. Watch TV, especially the news.
9. Talk to people, make friends with people from all cultures, take opportunities to network.
10. Read and learn about Canada's history, geography, culture, and politics

## **SURREY PUBLIC LIBRARY RESOURCES**

1. The SPL website has a vast amount of information, including citizenship and job sites, and a site called Libraries, which has a link called "For Librarians".
2. Look for books at SPL about library careers in the catalogue, under Library Science: vocational guidance.
3. Apply at SPL as a page, or on-call circulation services assistant while you are waiting for your credentials to be recognized or while you are upgrading your library skills. Check SPL's website for information on applying for jobs under "About Us: Employment/Volunteering."
4. Talk to librarians at SPL
5. SPL has many excellent books on resumes, cover-letters, and job interviews.
6. Contact Kristen Andrews, Manager of Information Services at SPL for more information about employment at SPL:  
604-598-7371  
email: [ktandrews@city.surrey.bc.ca](mailto:ktandrews@city.surrey.bc.ca)

## **OTHER**

1. A clean, neat appearance is always important.
2. Avoid scents, such as perfume, cologne, after-shave, lotions, etc. as many people are allergic to these.
3. Always be on time for appointments and interviews.
4. Take the time to learn people's names correctly.
5. Take initiative, be a self-starter: employers look for people who show potential

## **SETTLEMENT SERVICES FOR NEWCOMERS**

These organizations offer a variety of programs and services for new immigrants, such as employment counselling, resume services, translation and interpretation, ESL, childcare, family counseling, referrals, and other assistance.

1. **OPTIONS: Services to Communities Soc.**  
Unit 100-6846 King George Highway  
Surrey, BC  
V3W 4Z9

604-596-4321

<http://www.options.bc.ca/>

email: [info@options.bc.ca](mailto:info@options.bc.ca)

2. **Progressive Intercultural Community Services Soc. (PICS)**  
109-12414 82<sup>nd</sup> Ave.

Surrey, BC  
V3W 3E9

604-596-7722  
<http://www.pics.bc.ca/>

email: [pics@pics.bc.ca](mailto:pics@pics.bc.ca)

3. DIVERSEcity Community Resources Society  
1107-7330 137<sup>th</sup> St.  
Surrey, BC  
V3W 1A3

604-597-0205  
[www.dcrs.ca](http://www.dcrs.ca)

email: [info@dcrs.ca](mailto:info@dcrs.ca)

4. S.U.C.C.E.S.S  
206-10090 152 ST.  
Surrey, BC  
V3R 8X8  
604-588-6869  
[www.success.bc.ca/](http://www.success.bc.ca/)

Finally, remain positive and persistent. Good luck!

