

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 (master's or post-graduate) 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 Association) 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 is provided.

Library technicians are not accredited in Canada.

For more information on accreditation you may contact:

1. Canadian Information Centre for International Credentials (CICIC)
www.cicic.ca/professions/5111en.asp
2. International Credential Evaluation Service (ICES)
3700 Willingdon Ave.
Burnaby, BC
V5G 3H2
604-432-8800
<http://www.bcit.ca/ices/>
Email: icesinfo@bcit.ca
3. Canadian Library Association (CLA)
<http://www.cla.ca/> Click on "Library Careers" and then "Foreign Credentials."
4. SPL's website (www.surreylibraries.ca) has a page called [New Canadians](#) on its 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

-Offers Masters Degree in Library and Information Studies.

2. Langara College
Library & Information Technology Program
100 West 49th Ave.
Vancouver, BC
V5Y 2Z6
<http://www.langara.bc.ca/>
For more info. contact Susan Burdak, Program Chair at:
sburdak@langara.bc.ca

-Offers Library and Information Technology Diploma.

-Courses can be done online.

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
email: libitinfo@ucfv.ca
<http://www.ufv.ca/Page2274.aspx>

-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 Libraries & Literacy Branch:
 - a) <http://www.bcla.bc.ca/> (BCLA website)
 - b) <http://cltp.bclibraries.ca/> (Libraries & Literacy Branch website)
Contact Program Coordinator Susan Laidlaw at: 1-800-663-7051, email:
Susan.Laidlaw@gov.bc.ca

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>
mpaadmin@uvic.ca

LIBRARY ASSOCIATIONS

1. British Columbia Library Association (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. Has an interest group for library technicians, called LTAIG, <http://www.bcla.bc.ca/LTAIG/default.aspx>.

2. Canadian Library Association (CLA)

1150 Morrison Drive, Suite 400

Ottawa, ON K2H 8S9

(613) 232-9625

<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 North America every year.

There is 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 DVDs, 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

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
10. Familiarity with eBooks and eReaders

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](http://www.greybook.com), (commonly known as the Grey Book), and the Red Book: Directory of Services for the Lower Mainland (commonly known as the Red Book, found online, <http://redbookonline.bc211.ca/>), 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 Surrey Libraries 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 the subject [Library Science - vocational guidance](#).
3. Apply at Surrey Libraries as a Circulation Services Clerk, 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 [Surrey Libraries](#).
5. SPL has many excellent books on resumes, cover letters, and job interviews.
6. Contact Jennifer Wile, Manager of Information Services at Surrey Libraries for more information about employment at SPL: 604-598-7444, email: JRWile@surrey.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 counseling, resume services, translation and interpretation, ESL, childcare, family counseling, referrals, and other assistance.

1. Options Community Services
13520 - 78 Ave.
Surrey, BC
V3W 8J6
604-572-4060 or 604 596-4357
<http://www.options.bc.ca/>
[Email](#) (use form on the website)

2. Progressive Intercultural Community Services Society (PICS)
Unit 205, 12725 - 80th Ave.
Surrey, BC
V3W 3A6
604-596-7722
<http://www.pics.bc.ca/>

3. DIVERSEcity Community Resources Society
1107-7330 137th St.
Surrey, BC
V3W 1A3
604-597-0205
www.dcrs.ca
Email: info@dcrs.ca

4. S.U.C.C.E.S.S
206-10090 152 St.
Surrey, BC
V3R 8X8
604-588-6869
<http://www.successbc.ca/>

Finally, remain positive and persistent. Good luck!