Information and library technologies

Explore this great staffing solution now…
Hire an intern in Information and Library Technologies!

Our **Information and Library Technologies** program trains technicians who meet the information processing needs of libraries, documentation centers, administrative records or historical archive centers, as well as retail or wholesale bookselling firms. They have the proven skills to organize, manage and research information collections using a variety of physical, optical and electronic document formats and systems. Their training has permitted them to perform these duties in both standalone and networked computer environments. Our students gain mastery of popular software packages and online Internet-enable systems. Furthermore, they are familiar with the newer optical document formats in both CD and DVD technologies.

What tasks can an intern perform in your team?

He or she usually work under the supervision of a professional (librarian, accredited records manager, archivist or bookselling manager) and brings substantial contributions to tasks related to each individual field;

In libraries
- record processing (cataloguing, Dewey and LC classification, indexing);
- searching factual information, bibliographic research;
- circulation and interlibrary loans;
- user reference services;
- promotional activities and user-group coordination.

In administrative records and archive centers
- inventorying, describing, coding and classifying records and file groups;
- applying retention schedules;
- user reference services.

In bookselling environments
- bibliographic research;
- quantity and institutional orders;
- promotional displays, organization of specific subject or client focused collections.

What skills have students acquired before their internship?

Each internship period follows a full year of study: one after the first year, another after the second. Prior to each, students have acquired specific knowledge and skills in specific areas:

1st year
- Anglo-American Cataloging Rules (basic knowledge of AACR2);
- Records and Archives Management (basic knowledge);
- Software components from the Microsoft Office suite (Word, Access, PowerPoint);
- User of computer documentation systems;
- Content indexing and summarizing.

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2nd year

- cataloging (increased format/source complexity, MARAC21 tagging and formatting);
- Dewey and LC classification, indexing;
- circulation and interlibrary loan procedures;
- bibliographic research;
- information searching;
- describing, coding and classifying administrative records and file groups;
- applying retention schedule;
- updating administrative record classification plans;
- promoting corporate and institutional user services.

Do our interns possess adequate computer system competencies?

Standalone and networked computers are use throughout the program. Not only do students user core component from the Microsoft Office suite (Word, Access, PowerPoint) on a regular basis, they are taught to user a variety of systems and software packages found in the library, archive, and records management fields:

- UNICORN
- REGARD
- DOCUMENTIK
- ARCA

How are intern partnerships established?

The Information and Library Technology Department is an active participant in our College's government-sponsored Work-Study Program. It gives its Internship Coordinator the responsibility for finding the necessary work sites and negotiating final agreements with prospective employers.

Placing an intern into your work team requires only 7 simple steps:

1. Employers begin the process by consulting the various public online databases which list candidates looking for a student job.
2. Interested employers communicate with our Department's Internship Coordinator whose contact data appears below.
3. They submit an offer to hire an intern or develop the possible offer jointly with our Coordinator.
4. The Coordinator then informs possible candidates about internship offers.
5. The Coordinator submits a written application to the employer for each interested intern.
6. The employer selects an applicant.
7. The Cegep, the intern and the employment work supervision sign an agreement specifying the internship conditions and describing each party's responsibilities.

What are internship schedules and stipends?

Our Information and Library Technologies program includes two internships, each lasting between 12 to 14 weeks. The first period follows the second semester of study. It usually occurs in the summer following the first year of studies. The second internship is one year later, at the end of the fourth semesters, in the summer following the second year of studies. The internship are paid and should enable interns to explore different areas of the information field in its concrete working environment. These provide opportunities to make links between acquired theoretical knowledge, necessary skills to be developed and the real, practical requirements of an actual workplace situation.

Who to contact to hire your intern?
Arbia Ouerghi
Work-Study Internship Coordinator
Information and Library Technologies Program

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