



LASSA

New Student Handbook

Welcome!

A warm welcome to all the new School of Library, Archival and Information students! We are your student association, known as LASSA or the Library and Archival Studies Student Association, and we are here to support you throughout your studies at SLAIS. LASSA is your representative with SLAIS, with UBC's Alma Mater Society (AMS), the Faculty of Arts, and the Graduate Student Society (GSS). Throughout the term, LASSA will provide valuable information and most importantly, organize academic and social events.

This orientation handbook will give you information about LASSA, and the other student associations at SLAIS and UBC, academic resources, employment opportunities, health, safety and wellness, on campus and off campus housing, transportation information, awards and financial assistance, information on textbooks and handy tips.

Upcoming Events:

On Friday, September 5th LASSA will host an additional information session about the other student associations at SLAIS. This event kicks off at 3:00, and representatives from the British Columbia Library Association (BCLA), Association of Canadian Archivists (ACA), Special Libraries Association (SLA), Libraries Without Borders (LWB), and the Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC). The information session will be followed by the welcome potluck dinner for the SLAIS community—faculty included.

Remember, LASSA is here to represent you, so make the most out of your time and get involved—after all, we are students too. For more information, please check out our website and wiki, and of course if you have any questions don't hesitate to ask.

Good luck and welcome to SLAIS!

Jenny, Mary, Abi, Shannon, Lisa, Kaedra, Me-Linh, Michelle, Jovy, Krista, Stephen, Sarah, Kelly, Elizabeth, Becky, and Manuela.

Academic Resources

At SLAIS

All your SLAIS professors offer weekly office hours and students are encouraged to take advantage of this time to ask any questions about their classes.

SLAIS has two computer labs. One is the instructional lab, where classes are sometimes held. If there's no class in session (check the schedule posted outside the door before you barge in!), you're free to use it. The other lab is always available for student use and has a printer, scanner, and Mac in addition to the PCs.

At the UBC Library

The UBC Library provides many different academic resources and services for graduate students. For information and a listing of the general services visit the library website at <http://www.library.ubc.ca/home/grads.html>.

Additionally, the library offers graduate student workshop/tutorial sessions. Examples of session include tutorials on using various databases and RefWorks. For more information and to register online, visit Upcoming Library Sessions in the Graduate Student Workshop Series <http://toby.library.ubc.ca/booking/searchevents.cfm> for the current schedule.

The library also maintains a subject resource web page for SLAIS that has search strategies to find articles, union catalogs, catalogue and metadata standards, professional associations, library blogs, and much more. This page can be found on the library website at <http://toby.library.ubc.ca/subjects/subjpage1.ccfm?id=55>.

Online Reference Service: Ask Away

AskAway is a free online reference service for students, faculty at staff at all publicly-funded, post-secondary institutions in British Columbia. This service is supported by reference librarians from the participating schools. They welcome all questions but expect to help students with course-related research tasks such as finding books, journal articles, and other resources. For more information visit the AskAway website at <http://www.askaway.org/>.

Elsewhere at UBC

There are a number of facilities on campus to help students with their academic performance, such the UBC Writing Centre (<http://www.writingcentre.ubc.ca/>) and the Student Success workshops (<http://www.students.ubc.ca/success/>) on topics ranging from study and research skills to counseling. Others may find the Centre for Teaching and Academic Growth (TAG) workshops (<http://www.tag.ubc.ca/>) to be a valuable resource. They offer graduate student instructional and presentation skills workshops, along with other resources, and they come with the highest recommendations!

Public Libraries

Don't forget the Lower Mainland has excellent public library systems.

Vancouver Public Library (VPL): <http://www.vpl.ca/>

Richmond Public Library (RPL): <http://www.yourlibrary.ca/>

Burnaby Public Library (BPL): <http://www.bpl.bc.ca/>

North Vancouver District Public Library (NVDPL): <http://www.nvdpl.ca/>

Printing & Photocopying

At SLAIS

SLAIS does not have a copier available for student use.

To print in the SLAIS computer lab, you first need purchase a “debit” copy card from a card vending machine in Buchanan. The cost of the card is \$1.00, and each copy is 12 cents. To add value, the card machines will only accept cash so plan ahead. This is a Faculty of Arts copy card, which is different from a Library copy card. (sigh)

Tip: If your copy card runs out at SLAIS and you need to print something fast, LASSA provides emergency copy cards and a payment jar for the amount used to help you out during those last minute panicked moments. Alternately, if you have a Library copy card, you can go downstairs and use the Library printers.

At the UBC Library

Making photocopies and printing at the Library also requires a copy card, which you can purchase from a card vending machine or from the circulation desk. The cost of the card is \$1.00, and each copy is 12 cents. To add value, the card machines will only accept cash so plan ahead.

There are also copiers that accept coins are located in the Barber Centre, Koerner, Law, Music and Woodward Biomedical libraries. When you use coins the cost is 25 cents per copy.

Tips: If you need to do lots of photocopying, go to Copyright in the Student Union Building to get a better deal. If you need to refill your copy card at Koerner Library and you're short on cash, there is a ATM across from Tim Horton's and 99 Chairs and there are several ATMs in the Student Union Building (SUB).

Employment & Careers

At one point or another, all SLAIS students will work in a library or archive before graduating. Our school is very good at communicating job opportunities to students though several electronic discussion lists. More information about SLAIS electronic discussion lists can be found on the

SLAIS Information Technology Laboratories page (<http://www.slais.ubc.ca/RESOURCES/itlab/itlab-discussion.htm>) on the SLAIS website. There is also a physical bulletin board within SLAIS where even more employment and career opportunities are posted.

Employment on Campus

There are several opportunities to work on campus while studying at SLAIS.

Graduate Academic Assistants - GAA

Each year, UBC Library hires a number of SLAIS students to work as Graduate Academic Assistants. GAAs work in many divisions throughout the Library including Life Sciences, Fine Arts, Humanities and Social Sciences, Science, Education, and Business. GAAs gain valuable professional library experience: duties can include working at reference desks, teaching library research sessions, creating subject guides, and more. GAA positions are announced on SLAIS electronic discussion lists and posted on the Library website.

Graduate Research Assistants - GRA

There are also occasional postings for Graduate Research Assistant positions at SLAIS. Usually GRA positions are supervised by faculty members, and the length, pay and duties of each position vary according to the research needs of the sponsoring professor.

Another employer of GRA is the InterPARES project. InterPARES (International Research on Permanent Authentic Records in Electronic Systems) is an ongoing grant project developing the essential knowledge for the long-term preservation of authentic records and seeks to provide the basis for standards, policies, strategies and plans of action capable of ensuring the longevity of such material and the ability of its users to trust its authenticity.

GRE positions are also posted to the SLAIS electronic discussion lists and bulletin board.

Co-op Program

Once you complete 21 credits of coursework, you are eligible to apply to the School's Co-op work program. This program provides the opportunity to combine your academic studies with relevant, paid work experience. SLAIS students can complete one or more work terms beginning in September, January or May each year. Each work term lasts 4 or 8 months. There is one intake for the co-op program per year, and applications are due on October 6th, 2008. There will be 2 or 3 information sessions in the fall for those interested in applying, and a mandatory orientation session in November or December for those who have been accepted. A series of optional noon hour workshops will run from January to April for those who join the program. More information and online application forms for the Co-op Program are available at <http://co-op.arts.ubc.ca/> (click the "Prospective Students" link). Specific Co-op questions can be directed to Julie Walchi, the director of UBC Arts Co-Op at Julie.walchi@ubc.ca.

UBC Career Services (<http://www.students.ubc.ca/careers>)

CareersOnline (<https://www.careersonline.ubc.ca/student/>)

These two sites are important resources for finding work on campus. Student assistant positions in the library are posted on the CareersOnline site and information on applying for these positions is available on the How to Apply page of the UBC library website at <http://www.library.ubc.ca/pubs/htapply.pdf>.

Get Involved! Library and Archival Organizations at SLAIS

Association of Canadian Archivists – UBC Student Chapter

Come and join the first-ever student chapter of the Association of Canadian Archivists (ACA)! The Chapter was started to support UBC archives students and to act as a liaison with the national professional association. Throughout the year we host tours, networking opportunities, and fun events for MAS and joint students.

For more information check out our website: <http://www.slais.ubc.ca//PEOPLE/students/student-groups/aca/>

British Columbia Library Association & Canadian Library Association – BCLA/CLA Student Chapter

The BCLA/CLA Student Chapter at SLAIS acts as liaison between SLAIS students and the professional organizations, giving students an opportunity to participate in library professional organizations through professional development events and professional and peer mentorship.

In addition to our Tours Coordinator who organizes tours of various libraries in the Lower Mainland for SLAIS students, BCLA/CLA at SLAIS organizes the Professional Mentorship program and a new Peer Mentorship program to pair incoming students with returning students.

The BCLA/CLA Student Chapter Executive meets once a month. All SLAIS students are welcome to attend our meetings. If you would like to learn more about us, or to join either of our mentorship programs, please visit the BCLA/CLA at SLAIS website.

For more information check out our website!

<http://www.slais.ubc.ca/people/students/student-groups/cla/index.html>

Special Libraries Association - SLA Student Chapter

We are the student branch of the Special Libraries Association (SLA) or SLA@SLAIS. The SLA, founded in 1909, is an international association representing the interests of thousands of information professionals in over eighty countries worldwide. SLA members work for a variety

of organizations that deliver information-based solutions to specialized markets and clients. Special librarians are information resource experts who collect, analyze, evaluate and package information to facilitate decision-making for their organizations.

The SLA student chapter assists students in developing professional and technical skills by encouraging active participation at our meetings and outside of SLAIS. Our members network with the local community of information professionals arranging guest speakers and library tours. Student members also help organize technical skills workshops to help raise funds for the chapter.

For more information check out our website!

<http://www.slais.ubc.ca/people/students/student-groups/sla/index.htm>)

Canadian Health Libraries Association - SLAIS-CHLA Student Group

The Canadian Health Libraries Association (CHLA) was established in 1976 and is composed of about 400 members who work in health libraries across Canada. Its mission statement is "to improve health and health care by providing excellence in access to information."

The SLAIS CHLA interest group forms a link between students and professionals working in the health librarianship field. It aims to help foster interaction and participation with activities, lectures, and networking opportunities to develop the professional skills of those interested in health librarianship.

Founded in July 2006, we are a group of students interested in health sciences and medical librarianship. Not a chapter, we are a student interest group of the Canadian Health Libraries Association. We hold monthly meetings on campus, as well as social nights at local watering holes. Please check our wiki at <http://slaischla.pbwiki.com/> for details.

You may also want to visit the CHLA website (<http://www.chla-absc.ca/>) or our local chapter of the CHLA, the Health Libraries Association of BC (<http://www.hlabc.bc.ca/>).

For more information check out our website!

<http://www.slais.ubc.ca/PEOPLE/students/student-groups/CHLA/>

American Society of Information Science and Technology - ASIS&T

SLAIS has a student chapter of American Society of Information Science and Technology (ASIS&T), which maintains a blog at http://weblogs.elearning.ubc.ca/asist/2006/10/welcome_to_the_ubc_student_clu.html.

For more information check out our website!

<http://www.slais.ubc.ca//PEOPLE/students/student-groups/asist/>

Librarians Without Borders Student Committee – LWB

Starting as a small, student-run non-profit at the University of Western Ontario, the founding members of Librarians Without Borders created a sustainable medical library in Angola. LWB's mandate follows a grassroots approach to education, outreach, fund-raising for and overall awareness of international library and literacy issues. As the only by-the-students-for-the-students group at SLAIS, LWB encourages student input to direct its activities. Contact information and events may be found on our wiki (<http://lwbatslais.pbwiki.com/>).

Student Government at SLAIS

Library and Archival Studies Students Association - LASSA

<http://www.slais.ubc.ca/PEOPLE/students/student-groups/lassa/index.htm>

LASSA is your student organization. LASSA provides representation and support for all SLAIS students and is the official liaison between SLAIS and the student body. LASSA engages in advocacy for student issues, provides information, publishes a student newsletter, and organizes activities throughout the year. LASSA recognizes the distinct nature of the degree programs available at SLAIS and strives to unite the student body.

This term, LASSA has two positions on the Executive Committee that are open only to new students. MLIS First Year Representative, and MAS First Year Representative are positions that represent the interests of all first year students to LASSA, and in turn to SLAIS. The representatives bring concerns of the first years to LASSA and help build awareness of LASSA and SLAIS events and activities held throughout the year. Examples of events and activities include: Job Fair, Director's Forum, Pub Night, Book Sale, Speaker Series, Potlucks, and Movie Night. Watch the SLAIS listservs and bulletin boards for information about these events.

For more information check out our website and wiki!

<http://www.slais.ubc.ca/PEOPLE/students/student-groups/lassa/events.htm>

<http://lassa.pbwiki.com/>

SLAIS/LASSA Committees

SLAIS actively seeks student representation and input on all its committees. As the representative body for all SLAIS student, LASSA is responsible for recruiting and appointing students for SLAIS committees. Serving on a committee is an excellent opportunity to get involved with LASSA and SLAIS, gain valuable experience and professional development, and work side by side with faculty and staff.

Currently, SLAIS has several committees with student representation including the School Leadership Committee, Curriculum and Program Development Committee, Facilities and Resources Committee, School Admissions and Adjudications Committee, Faculty Search Committee, and Directors Search Committee.

To apply email a short letter of interest to LASSA at lassa.ubc@gmail.com.

Student Government at UBC

Alma Mater Society - AMS

The Alma Mater Society (AMS) is the main student society of UBC; as a student you are automatically a member. Based in the Student's Union Building (SUB), the AMS provides advocacy, clubs, entertainment, food and beverage service, and many other services to UBC students. LASSA sends one representative to sit on the AMS Council.

For more information check out the AMS website at <http://www.ams.ubc.ca/>.

Graduate Student Society - GSS

As a Graduate student at UBC you are a member of the Graduate Student Society (GSS). SLAIS sends three representatives to sit on the GSS council. In addition to lobbying and advocating on behalf of graduate students with the university and provincial and federal governments, the GSS offers many opportunities to meet other graduate students. As a member you are always welcome at the GSS council's monthly meeting (free food and beer). Watch the LASSA bulletin board and you email inbox for upcoming events. Further information about the GSS can be found on their website or you can speak to one of our GSS Reps.

For more information check out the AMS website at <http://www.gss.ubc.ca/>.

Health, Wellness & Safety

AMS/GSS Health Plan – Stay Insured!

The AMS/GSS Health and Dental Plan provides insurance for a number of services not covered by provincial health plans, such as dental care and prescription drugs. Full and part-time students who pay AMS fees for Term 1 and/or 2 are automatically covered. Students must carry valid provincial or other basic health insurance to be eligible. If you have equivalent supplementary insurance, you may opt out by contacting the Health Plan office prior to the applicable deadlines.

The Plan includes benefits for prescription drugs, travel health coverage, vision care, psychologist, dental benefits, and more. The total cost of the plan is currently \$201.10 per student, included automatically with university fees each September. The policy year is from the beginning of September to the end of August. For more information visit the AMS website at <http://www.ams.ubc.ca/content.cfm>.

Student Clinic – Stay Well!

Student Health Service (SHS) operates a clinic on the main floor of UBC Hospital. All students are eligible to use SHS as your family physician while at UBC: SHS offers full primary care, including assessment and treatment of all acute and chronic conditions as well as preventive care such as pap smears, contraception and STD screening. If you require specialist care SHS can make a referral. Many diagnostic tests are scheduled right at UBC Hospital making it possible

for most students to receive all their health care right on campus. To see a physician, call in advance or make an appointment online.

For more information visit the health website at <http://www.students.ubc.ca/health/>.

Campus Safety – Stay Safe!

UBC is a small city unto itself and, like any other area in Vancouver, is susceptible to crime. With this in mind, a number of services have been developed to enhance student safety. The Emergency Blue Light Phone System phones are positioned around campus, each in sight of another. The system connects directly to the campus security office for emergencies, general assistance, and directions. If you need a ride, two community shuttle buses are operated by Translink. The two shuttle buses, C20 – Marine Drive and C-22 - Hampton Place, operate every 30 minutes, 7 days a week. Standard Translink fares apply, so be sure to have your U-Pass with you (see below).

If you're on foot, AMS operates Safewalk, a night walk service that provides two-person co-ed teams to escort students across campus free of charge.

For more information on campus safety and Safewalk go to:

<http://www.security.ubc.ca/index.html>

<http://www.ams.ubc.ca/index.php/services/category/safewalk/>

Housing

On-Campus Housing

UBC has many options for students seeking on-campus housing. Residences include Acadia Park, Fairview, Green College, Ritsumeikan-UBC House, St. John's College, Thunderbird Residence, Marine Drive Residence, and University Apartments.

<http://www.housing.ubc.ca/vancouver.htm>

Off-Campus Housing

If you prefer off campus housing, UBC/AMS Rentsline is a good place to start: <http://www.amsrentsline.com/>. There are also housing boards located in the basement of the Student Union Building and at GSS in the Thea Korener Graduate Student Centre. Newspaper listings and Craigslist Vancouver (<http://vancouver.craigslist.org/>) are other options. Occasionally people from the SLAIS community will post on the listserv.

Transportation

U-Pass

The U-Pass is a universal bus pass for all UBC students who pay AMS fees. The cost of the U-Pass is currently \$22/month and is included as part of your AMS fees. New students can pick up their U-Passes at the UBC Bookstore during their first semester. Continuing students' renewed U-Passes will be mailed to them by the university (this occurs in April and August). The U-Pass offers: unlimited access to Translink buses, skytrain and seabus (all three zones); discounts on the West Coast Express; and merchant discounts. If you lose your pass, and need a replacement, there is a \$20.00 replacement fee.

For more information visit their website at <http://www.upass.ubc.ca/>.

Parking Permits

Parking at UBC is now handled by the FlexPass. FlexPass is a permanent parking permit that can be "loaded up" with various parking packages. Graduate students are also eligible for Faculty/Staff rates. Rates vary with each lot.

For more information visit their website at <http://www.parking.ubc.ca/>.

Daily Rates for Parking

If you are a part-time student, or only need parking occasionally, then paying the daily fees may be a better alternative. In general, parking is \$1.50 per 30 minutes, at \$12.00 max for the day. Metered parking is also \$1.50 per 30 minutes, at 4 hours max. Discounted parking can be found at B-Lots, which are pay & display surface lots at a flat rate of \$5.00 per day. Overnight parking is not permitted.

For more information visit the Parking website at https://www.parking.ubc.ca/visitor_rates.html#meters.

Carpooling

FlexPasses can be used as carpool permits allowing the cost to be divided among several students. In addition, the UBC TREK Program Centre <http://www.trek.ubc.ca/> operates Commuter Connections, an online ride-matching service that assists students, faculty, and staff members in connecting with carpools.

Cycling

Designated bike routes head up to campus from all over town. The City of Vancouver provides comprehensive information on protected routes, as well as maps for cyclists at <http://vancouver.ca/engsvcs/transport/cycling/routes.htm>. Once you get up the hill, bike racks are available throughout campus. Be sure to get a serious bike lock—theft is quite common in Vancouver, but if you prefer more secure storage, bike lockers can be rented through the Outpost in the Student Union Building. Free shower facilities are also available on-campus in the Rec Centre and War Memorial Gymnasium, among other places. If you get a flat tire on your way to campus, stop at the Bike Kitchen in the basement of the SUB. If you need to carry a heavy load, you can even check out a bike trailer from the Trek Office <http://www.trek.ubc.ca/programs/cycling/index.html>.

Awards & Financial Assistance

Scholarships

Most awards and scholarships at UBC do not require an application form or nomination. Students who are eligible for an award or scholarship will be contacted in writing. Some scholarships that do require application include Major Entrance Scholarships, the University Graduate Fellowship, Awards for Students with Disabilities, and Affiliated scholarships. For more information on all scholarships and awards (including deadlines) visit Awards, Fees and Finances at <http://students.ubc.ca/finance/awards.cfm> and Awards and Financial Aid at <http://www.grad.ubc.ca/awards>.

Bursaries

All bursaries are non-repayable awards that are allocated primarily on the basis of financial need. Any student with assessed financial need can apply for a bursary, but first consideration is given to those who have also applied for government assistance. Bursaries that students can apply for include affiliation bursaries, winter bursaries, and summer bursaries. For more information on all bursary programs visit the Scholarships and Bursary on the Student Financial Services website at <http://students.ubc.ca/finance/awards.cfm>.

Student Loans

Information about student loans can be obtained from the Student Loans and Grants page (<http://students.ubc.ca/finance/loans.cfm>) of Student Financial Assistance and Awards. Please note that there is limited financial assistance for international students; however, if you find yourself in a difficult situation, you can contact a Financial Advisor at the Student Financial Assistance and Awards office.

SLAIS Service Fees

As mentioned in the information that you received in the mail, SLAIS requires all students to pay a one-time service fee to be paid during your first week of classes. All first year MAS and MLIS students at the beginning of their program must pay \$236. Joint MAS/MLIS students are charged a one-time fee of \$385. Those doing their MA in Children's Literature program pay \$128 and PhD program students pay \$236, and students pursuing their certificate of Advanced Study pay \$128.

Tuition

All Master's students are automatically assessed fees as full-time students and must follow the two-year schedule of payments (Schedule A). Schedule B for fee payment allows payment over three years for candidates planning to complete the degree by part-time study; Schedule B is only available to those who have applied to and been approved by the Faculty of Graduate Studies. For more information, visit SLAIS & UBC Tuition, Fees & Expenses at <http://www.slais.ubc.ca/ADMISSIONS/admissions-tuition.htm>.

Payment Options: Domestic Students

INTERAC

Online or Telephone Banking – Register your bank with UBC

Pay at any HSBC Bank Branch

Cheque or Debit Card – Pay in person at Brock Hall

Scholarship

Student Loan

Cheque or Money Order by mail

Payment Options: International Students

International Students can pay tuition using all the same options for Domestic Students, with the additional option of using a VISA or MasterCard. For more information visit the Finance website at <http://www.students.ubc.ca/finance/fees.cfm>.

Textbooks

The UBC Bookstore sells new and used textbooks, along with course readers or Custom Course Materials (CCMs). The bookstore will buy books back for 50% of the original purchase price. As an alternative LASSA organizes a Book Sale each term – see the LASSA wiki for more details.

Tip: For alternatives to the bookstore, look for books online at Amazon (www.amazon.ca) and Abebooks (<http://www.abebooks.com>). And of course, you can always check them out from the library.