

New Zealand Diploma in Library and Information Studies

The New Zealand Diploma in Library and Information Studies will prepare you to work within the rapidly transforming library and information services sectors as a confident, culturally competent, proactive and collaborative practitioner. You will build a broad understanding of libraries and information services including public, school, tertiary, national and special libraries, as well as records and information management. You will assist in developing, organising and maintaining library services, spaces and digital technologies.

Qualification code NZ3466

Level > 5

Credits > 120

Workload >

Allow 10-12 hours of study per credit. Your workload may be higher around assessment due dates

Study type >

Trimester

Cost >

See the qualification page on the website.

Student loan >

You can get a student loan for this qualification if you meet the criteria. Visit studylink.govt.nz for more information.

Career Opportunities

This qualification is ideal if you are interested in a career as a library or heritage assistant, or work in library community outreach. It also meets the needs of those with work or study experience in another sector but now planning a career in libraries or related information industry.



How to apply

Go to the choose courses tab on the qualification page on our website. If you're enrolling in this qualification for the first time select LIS501 and click add to enrolment plan. You'll be taken through our step-by-step enrolment process, which you can save and exit from at any time.

Qualification structure

This programme is made up of six courses worth 20 credits each. It is equivalent to the first year of the Bachelor of Library and Information Studies. The recommended order in which students should study the courses is outlined below.

Course Code	Course Name	Level
COMPULSORY COURSES		
LIS501	The Information Environment	5
LIS502	Navigating and Using Information	5
LIS503	Connecting with People and Communities	5
LIS504	Te Ao Māori in the Information Environment	5
LIS505	Introduction to Communication, Advocacy and Marketing	5
GROUP 1 – CHOOSE ONE COURSE		
LIS506	Collection Management in Libraries	5
LIS507	Principles of Records Management	5

What you will learn

When you achieve this qualification you will be able to:

- assess clients' library and information needs, and review and select options to deliver and promote a range of services to identified client segments
- develop, organise and maintain library and information spaces, digital technology and collections in multiple forms and formats to meet the needs of clients in diverse communities including Māori and Pacific peoples and the users of Māori and Pacific information
- support clients to find and use information, and to build information and digital literacies
- deliver library and information services using digital technologies.

Study pathways

This qualification is also a starting point for the Bachelor of Library and Information Studies. To gain specialist skills in another area you may also be interested in studying the New Zealand Diploma in Records and Information Management (Level 6), and the New Zealand Certificate in Library and Information Services for Children and Teens (Level 6). Visit the information and library studies subject area on our website for more information.

Entry requirements

To apply for this programme you must have one of the following:

- New Zealand University Entrance (Visit nzqa.govt.nz for details)
- passes in relevant Level 4 New Zealand Certificate or Diploma qualifications considered appropriate by the programme leader
- an overseas qualification assessed to be equivalent to these by the programme leader.

20 years old or over

If you are aged 20 or over and do not hold the minimum entry requirements you will be eligible to be enrolled where your previous educational, work or life experience indicates that you have a reasonable likelihood of success.

Computer and online access

This programme is delivered 100% online. To complete this programme you will need access to a laptop or desktop computer, reliable broadband internet connection and a data plan able to support online learning such as streaming of videos (including YouTube), downloading content, and writing and submitting online assessments. If you are unsure if your current computer or internet access allows you to complete your online learning with us, please contact us before applying to enrol.

Visit openpolytechnic.ac.nz/online to view our online learning and study tools.

English language requirements

International students must also have an IELTS (Academic) score of 5.5 with no band score lower than 5.0, or equivalent.

Domestic students for whom English or Māori is not their first language must also have an IELTS (Academic) score of 5.5 with no band score lower than 5.0, or equivalent.

Visit openpolytechnic.ac.nz/englishlanguage to view our English language criteria.

International students and domestic students living overseas

You can study this programme part-time if you're an international student living in New Zealand. You will need to be in paid employment with a valid work permit.

You can also study this programme if you're a New Zealand citizen living overseas.

Visit openpolytechnic.ac.nz/internationalstudent for more information about the special conditions and fees that you'll need to meet.