THE UNIVERSITY OF THE WEST INDIES, MONA

FACULTY OF HUMANITIES AND EDUCATION

Department of Library and Information Studies, DLIS

New Offerings in the
MALIS and MLIS Programmes for 2015/2016

ARCM 6001: FUNDAMENTALS OF ARCHIVES AND RECORDS MANAGEMENT

ARCM 6004: RECORDS MANAGEMENT IN A DIGITAL AGE

ARCM 6001

COURSE DESCRIPTION

This course introduces students to the field of archives and records management studies and covers the main concepts and principles in accordance with international standards and best practices. Included are the ways in which archives are acquired and organized as well as legal and ethical issues affecting the archival and records management professions. The course also addresses issues relating to small developing states including archives of the colonized, social justice, and the contribution of archives to building national/regional identity/ies.

ARCM 6004

COURSE DESCRIPTION

This course will provide students with an understanding of the theory and practice involved in managing records in all formats. It will provide the knowledge and skills necessary to develop comprehensive record management programmes in the digital age. Students will be equipped with the tools necessary to implement record keeping processes such as inventorying, scheduling, workflows, taxonomies and developing technology solutions. Trends and special issues impacting records management in the Caribbean and similar contexts will be discussed and explored.

Source: https://www.google.com.jm/search?q=archive and records material

Non-UWI students can register as specially admitted by July 31, 2015.

http://www.mona.uwi.edu/content/specially-admitted-students

For further information visit our website at:
http://www.mona.uwi.edu/dlis │ Email: dlis@uwimona.edu.jm
Tel: 927-2944 | Fax: 970-4903
or on our Facebook page.

As you have no doubt heard, the Department of Library & Information Studies, The University of the West Indies, Mona, is working towards introducing an **Archives and Records Management Post graduate Degree Programme** in the 2016-17 academic year.   However in the upcoming academic year which begins in August 2015, the Department will offer two courses as electives in the existing MALIS and MLIS Programmes.

The courses, which will be taught on-line as well as face to face, are as follows:

Semester 1 Fundamentals of Archives & Records Management (ARM 6001).

Semester 2 (January 2016) Records Management in the Digital Age (ARM 6004)

The other archival courses will be offered in 2016/17 when we hope that the full programme will come into being.

We are inviting persons to register for the courses as Specially Admitted Student in the existing library school programme , so please pass on this information to members of your staff.   Persons would have to fill out the Special Admission Form, a copy of which is attached. For information on Special Admission please see the following sites http://www.mona.uwi.edu/content/specially-admitted-students and
https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/uploads/exchange.pdf

The deadline for applications is July 31, 2015.

Application forms should be send it to the Department of Library and Information Studies. The email address is dlisadmin@uwimona.edu.jm. **Attention Ms Carlene Jacobs** or carlene.jacobs@uwimona.edu.jm.

For persons from a territory which supports the University the costs are as follows:

J$ 43,313.00 plus J$ 23,350.00 for administrative fees associated with on-line delivery.
Total: J$ 66,663 *(conversion rate: 1US = J$117.16 as at 14 July 2015).* **Note:** These are the 2014/15 figures which are the latest figures on the website.

If you require any further information, please let me know.

John A Aarons
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