**Programme in Archives and Records Management:**

**Call for interest towards participation**

The Department of Library & Information Studies is inviting persons either working in archives, records management institutions and libraries with historical collections or interested in working in these areas, to consider registering for the Department's proposed on-line post graduate degree programme in Archives and Records Management (ARM).

The Department is planning to introduce the programme in the 2016/17 academic year. However in the 2015/16 academic year which begins in August 2015, it will be offering ARM courses as electives in archives and records management in the existing Masters of Arts in Library and Information Studies (MALIS) and the Masters of Library and Information Studies (MLIS) programmes.

In Semester 1, the following course will be offered:

- Fundamentals of Archives & Records Management

In Semester 2, the following course will be offered:

- Records Management in the Digital Age

When the full programme comes on stream in August 2016, students who have successfully passed the above courses and who are interested in continuing the Programme, will apply for the M A in Archives & Records Management degree. The full programme offering is still being worked on and has to receive final approval from the University authorities but it is expected to include the following courses in addition to those mentioned above:

- Acquisition, Organization & Access of Archival Materials
- Preservation of Archival Materials in Tropical Environments
- Information Technology
- Research Methods in Information Work
- Management of Information Organizations
- A Practicum in an approved archives/records management facility
- A Research Project

- Two Electives to be taken from existing courses at the DLIS, other courses to be developed in the ARM Programme and/or from on-line courses offered by other departments.

It is expected that the programme will consist of ten (10) courses (which includes a Research Project) and a Practicum/Internship totalling thirty six (36) credits

The following should be noted:

1. The courses will be offered only on-line
2. Persons applying to pursue graduate courses at the UWI should fulfil the University's matriculation requirements which can be found on http://www.mona.uwi.edu/postgrad/
3. Persons interested in applying for the archives courses in the 2015/16 academic year would have to apply as Specially Admitted Students. For persons from contributing countries to UWI, the cost would be J$ 42,180 per course at the moment. The fees structure can be found at http://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/uploads/2014-2015%20Fee%20Sheet%20%281%29.pdf and could change for the next academic year (1 US$ = J$ 115.00) In addition, on-line courses attract an additional fee of J$ 23,350.00 for the costs associated with administering the course and organizing the examinations etc.

For further information, please contact:

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