THE UNIVERSITY OF THE WEST INDIES

MONA CAMPUS

Department of Library and Information Studies (DLIS)

DEPARTMENTAL HANDBOOK
2016 – 2017

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Mission

To provide the highest standard of teaching and research to produce library and information professionals well equipped to face the challenges of the dynamic information environment and capable of managing the information needs of the Caribbean for the twenty-first century and beyond.

History

The Department of Library and Information Studies (DLIS) at the University of the West Indies, Mona Campus, Jamaica, has the prime responsibility for training Library and Information Professionals to meet the manpower and leadership needs in library and information services of the English-speaking Caribbean region and wider global society. It was established as the regional library school in 1971 and first offered a Bachelor of Arts degree. Two years later in 1973 a Diploma in Library Studies was introduced to cater for students who already had a first degree in another subject besides library and information studies. This was subsequently replaced in 1989 by the Master of Library and Information Studies (MLIS), while the Master of Arts LIS began in 1998 and is aimed at graduates with the BA in Library and Information Studies. In 1998, the Department also introduced a Bachelor of Education (School Librarianship) which is offered jointly with the School of Education. Subsequent changes include the reintroduction of the MPhil/PhD programme in 2013. In the 2014/15 academic year, the department introduced a blended mode of delivery in the postgraduate (MLIS & MALIS) programmes.

In order to achieve its mission the Department has developed a curriculum reflective of what is internationally recognized as the essential/core areas of library and information education and at the same time, it gives due recognition to the Caribbean. To ensure its continued relevance to the needs of the profession, the Department regularly evaluates its curriculum taking note of global trends and issues and seeks to constantly incorporate these developments in the programmes. While every effort is made for students to understand trends and developments within an international context, in all course offerings, the Department pays special attention to the social and developmental needs and interests of the people of the Caribbean, thereby grounding the programme firmly within a Caribbean context.

MESSAGE FROM HEAD OF DEPARTMENT

Paulette Stewart, PhD
HOD
DLIS

The Department of Library and Information Studies has been the leading provider of library and information education in the Caribbean. In order to keep abreast with the trends in the field of library and information we are now offering two undergraduate programmes, the BA in Librarianship and the BA in Information Studies and a minor in Information Studies. The suite of courses in the BA in Librarianship are designed to produce graduates who will work in or manage a school library, a public library or a special library in the modern information environment while those in the BA in Information Studies are intended to produce graduates who will work in information units such as museums, galleries, archives and documentation centres.

Our mission is "To provide the highest standard of teaching and research to produce information professionals, well equipped to face the challenges of the dynamic environment, and to provide leadership in managing the information needs in the Caribbean in the twenty-first century and beyond". To accomplish this mission we teach cutting-edge technology in areas such as Information Architecture: Web Access and Usability and Technology in Libraries: Database Design and Management and other non-technology courses for example, Records Management Principles and Practice, Introduction to Museums and Galleries, Government Information in the Caribbean, Archival Concepts and Practices, Teaching Information Literacy and Introduction to Online Searching and Information Retrieval which make our programmes well-positioned to produce graduates for a marketplace which demands their skills. As a result of this our graduates have an excellent employment record.

The department has a cadre of staff who are well-trained, dedicated and motivated. We all welcome you most wholeheartedly to the Department and look forward to helping you in your pursuit of an outstanding career in the field of library or information studies.

Paulette Stewart

HEADS OF DEPARTMENT

Prof. Dorothy Collings 1971 – 1974	**Prof. Frank Hogg** 1974-1976	**Prof. Daphne Douglas** 1976 - 1980 & 1982 – 1993	**Dr. Hazel Bennett** 1980 – 1982
Ms. Stephney Ferguson 1993- 1997	**Mr. Ownali Mohamedali** 1997 – 2000	**Prof. Fay Durrant** 2000 - 2005 & 2008 – 2011	**Dr. Cherrell Shelley-Robinson** 2006 – 2008
	Dr. Paulette Kerr 2011 – Mar. [Feb] 2015	**Dr. Paulette Stewart** Mar. 2015 - Present	

STAFF
Academic Staff

Dr. Paulette Stewart *HOD/Lecturer*	Dr. Rosemarie Heath *Lecturer*	Dr. Ruth Baker-Gardner *Lecturer*
Dr. Yan Wu *Lecturer*	Mr. Mark-Shane Scale *Lecturer*	Mrs. Marisa McPherson *Librarian*

Adjunct Staff

- Ms. Sonia Black
- Mrs. Hyacinth Brown
- Professor Fay Durrant
- Mrs. Barbara Gordon
- Dr. Stanley Griffin

- Dr. Sasekea Harris
- Mrs. Claudette Solomon
- Ms. Antonette Harriott
- Mr. John Aarons

Administrative Staff

Ms. Carlene Jacobs *Senior Administrative Assistant I*	Ms. Angella Wilson *Senior Secretary*	Ms. Natoyna Miller *Library Assistant III*

Support Staff

Mr. Barrington Jackson *Senior Office Attendant*	Ms. Jeleasa Palmer *Office Attendant II*

Faculty IT Support Staff

Mr. Peter Watson

Faculty Research Interests

Dr. Ruth Baker-Gardner   Information Literacy; School Libraries and Learning Resource Centres, School Librarianship, Library Advocacy, Library Education, Issues in Leadership, Administrative Theory, Teacher Induction

Prof. Fay Durrant   E-government; Role of Institutional Repositories; Open Access; Digital Libraries in the Caribbean; Access to Information/Freedom of Information in Jamaica

Dr. Sasekea Harris   Trends & Issues in Academic Librarianship, Science, Technology, Engineering & Mathematics (STEM) Librarianship

Dr. Rosemarie Heath   Information Literacy; School Librarianship; Library Management; Educational Leadership

Mrs. Marisa McPherson   Information Literacy, School Libraries, Education, Natural Hazards Management, Climate Change and Sustainable Development

Mr. Mark Shane-Scale   Crime, Security & Justice; Cultural & Entertainment Industries; Education; Health & Wellness; Small Island Developing States; Sustainable Tourism; Education

Dr. Paulette Stewart   Health and wellness, Climate Change and Sustainable Development, Competitiveness, Education

Dr. Yan Wu   Knowledge management, digital libraries, image classification, LIS education, creativity assessment, and technical services in the libraries

UNDERGRADUATE PROGRAMMES

BACHELOR OF ARTS IN INFORMATION STUDIES

Admission to this programme may be subject to interview by the Head of Department. The programme consists of a total of ninety (90) credits and students must complete a minimum of 51 credits in Information Studies with the remaining 3credits coming from University Courses and other Faculty courses.

The programme consists of two components:

(1) Satisfactory completion of ninety (90) credits earned from 30 regular courses at least fifteen (15) of which should come from Information Studies. **Note that all students are required to take TWO (2) NON-DLIS courses at EACH LEVEL.**

(2)Three (3) credits earned from (6) six weeks compulsory field work, usually undertaken during the summer immediately after completing all required Level TWO courses. Students are usually placed in designated information centres under the supervision of information professionals. The award of the degree will only be made after satisfactory completion of this component.

INTRODUCTION

The B.A. Information Studies is designed to produce graduates who will work in information units such as museums, galleries, archives and documentation centres. This programme includes three unique courses aimed at preparing students for the specific information units in which they will work. These are LIBS2703 *Archival Concepts and Practices*; LIBS2704 *Introduction to Museums and Galleries*; and LIBS2705 *Government Information in the Commonwealth Caribbean;* the latter two will be open to students from other departments. Graduates of this programme may gain employment as information officers, records managers, marketing agents within the book industry, online searchers, web masters, researchers and information brokers among others.

ADMISSION

To be admitted into the Library and Information Studies programme applicants must have Five (5) subjects at CXC/CSEC (grades 1-3), including English Language and Mathematics) and Two (2) of which must be at A-Level/CAPE.
Applicants may be subject to an admission interview.

DURATION
Full-time students will take three (3) years to complete all requirements for the BA in Information Studies.
Part-time students will take four (4) to five (5) years to complete the programme based on the number of courses they do per semester

PROGRAMME DESCRIPTION
The programme consists of two components:

1. Satisfactory completion of the regulation ninety (90) credits. Most Information Studies

courses are assigned three (3) credits. Students must complete at least forty-eight (48) credits in Information Studies and forty two (42) credits within the faculty.

2. The obtaining of an additional three (3) credits from an approved internship for six (6) weeks in designated information centres, ideally undertaken during summer and the submission of a written report on the experience.

Foreign Language Requirement

All students are required to take and pass as part of the B.A. degree programme, a preliminary one semester foreign language course.

The following are exempt– a native speaker of any of the foreign languages offered; students who have at least a foreign language pass in the CAPE Functional, CSEC General (1, 2 or 3) or O'Level.

HUMN 3099 (AR3X0)- Research Paper

Final year students in the Faculty of Humanities and Education are required to do a research paper HUMN3099 (6 credits) **OR** any 6 credit research linked course **OR** any 3 credit research linked course plus any other 3 credit course. In order to do HUMN 3099(AR3X0), you need to have a B+ average for second level courses; otherwise you need special permission from the Head of Department to take this course.

The Department has developed one such research linked course LIBS3901 – Access to Information in the Caribbean. For students opting to do this you must do an additional 3 credit course.

Non Library and Information Studies Courses

Kindly note that for each of the three levels of the programme students must take **6 credits** (excluding the foundation courses) in non-Library and Information Studies subjects leading to a total of **18 credits** by the final year. **Nine** of these credits must come from within the Faculty.

OR Any other elective approved and offered from time to time. Not all electives are offered in any one designated semester. Offerings will depend on the availability of staff and the number of students wishing to take any particular course.

N.B. Concerning the Non-Library and Information Studies Faculty courses taken, one subject of two such courses taken in the first semester SHOULD be continued in the second semester and in the four succeeding semesters (i.e. the two LEVEL II and LEVEL III courses).

BA IN INFORMATION STUDIES

YEAR I/LEVEL I
    Semester 1
        LIBS1003 – Introduction to Information Studies
        LIBS1401 – Introduction to Online Searching
        Any **ONE** of the following
        LAW1010 Law and Legal Systems
        HIST1703 Introduction to History
        COMP1220 Computing and Society
    Semester 2
        LIBS1004- Reference Services
        LIBS1502- Information Technology for Information Professionals

YEAR II/LEVEL II
    Semester 1
        LIBS2702 – Information Architecture: Web Access and Usability
        LIBS2703 – Archival Concepts and Practices
        MRKGT2001 – Principles of Marketing

    Semester 2
        LIBS2704 – Introduction to Museums and Galleries **(Not offered in 2016/17)**
        LIBS2705 – Government Information in the Commonwealth Caribbean
                (Not offered in 2016/17)

        Any **TWO** of the following
        LIBS2502 - Information Systems for Information Managers
        MGMT2224 Introduction to Entrepreneurship
        EDHE2908 Local and Community Studies
        EITHER
        COMM2110 Media Ethics and Legal Issues
        OR
        LIBS2301 Research Methodology for Information Professionals

    Semester 3 - SUMMER
        LIBS3803 - Internship in Information Studies

YEAR III/LEVEL III
    Semester 1
        LIBS3604 – Teaching Information Literacy
        LIBS3901 – Access to Information in the Caribbean
        HIST3901 – Urban Heritage of Jamaica

    Semester 2
        LIBS3007 – Caribbean Libraries and Information Units
        Any **TWO** of the following
        LANG3101 – Organisational Communication: Principles and Practices
        LIBS3702 – Preservation Management for Library & Information Units
        LIBS3801 - Records Management: Principles and Practices

MINOR IN INFORMATION STUDIES

Prerequisite: LIBS1003 – Introduction to Information Studies

(15 credits)
Any FIVE (5) of these courses from Levels II and III

Level II
LIBS2301 – Research methods in Library and Information Studies
LIBS2702 – Information Architecture: Web Access & Usability
LIBS2703 – Archival Concepts and Practices
LIBS2705 – Government Records in the Commonwealth Caribbean

Level III
LIBS3007 – Caribbean Libraries and Information Units
LIBS3502 – Technology in Libraries: Database Design & Management
LIBS3801 – Records Management: Principles and Practice
LIBS3901 – Access to Information in the Caribbean

BACHELOR OF ARTS IN LIBRARIANSHIP

Admission to this programme may be subject to interview by the Head of Department. The programme consists of a total of ninety (90) credits and students must complete a minimum of 48 credits in Librarianship with the remaining 42 credits coming from University Courses and other Faculty courses.

The programme consists of two components:

(1) Satisfactory completion of ninety (90) credits earned from 30 regular courses at least fifteen (15) of which should come from Librarianship. **Note that all students are required to take TWO (2) NON-DLIS courses at EACH LEVEL.**

(2) Three (3) credits earned from (6) six weeks compulsory field work, usually undertaken during the summer immediately after completing all required Level TWO courses. Students are usually placed in designated Libraries under the supervision of information professionals. The award of the degree will only be made after satisfactory completion of this component.

INTRODUCTION

The B.A. Librarianship is designed to produce graduates who will work in or manage a school library, a public library or a special   library in the modern information environment. This three year programme equips students with theoretical and practical knowledge and skills that can be applied in the library in which they will be employed, including highly specialised skills related to cataloguing of print and electronic resources, creation of meta data, and so on. Graduates of this programme are qualified to work as indexers, abstractors, digital initiative librarians, cataloguers, school librarians, special librarians and public librarians among others.

ADMISSION

To be admitted into the Library and Information Studies programme applicants must have Five (5) subjects at CXC/CSEC (grades 1-3), including English Language and Mathematics) and Two (2) of which must be at A-Level/CAPE.
Applicants may be subject to an admission interview.

DURATION
Full-time students will take three (3) years to complete all requirements for the BA in Librarianship. Part-time students will take four (4) to five (5) years to complete the programme based on the number of courses they do per semester

PROGRAMME DESCRIPTION
The programme consists of two components:

1. Satisfactory completion of the regulation ninety (90) credits. Most Library courses are assigned three (3) credits. Students must complete at least forty-eight (48) credits in Librarianship and forty two (42) credits within the faculty.

2. The obtaining of an additional three (3) credits from an approved internship for six (6) weeks in designated libraries, ideally undertaken during summer and the submission of a written report on the experience.

Foreign Language Requirement

All students are required to take and pass as part of the B.A. degree programme, a preliminary one semester foreign language course.

The following are exempt– a native speaker of any of the foreign languages offered; students who have at least a foreign language pass in the CAPE Functional, CSEC General (1, 2 or 3) or O'Level.

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The Department has developed one such research linked course LIBS3901 – Access to Information in the Caribbean. For students opting to do this you must do an additional 3 credit course.

Non Library and Information Studies Courses

Kindly note that for each of the three levels of the programme students must take **6 credits** (excluding the foundation courses) in non-Library and Information Studies subjects leading to a total of **18 credits** by the final year. **Nine** of these credits must come from within the Faculty.

OR Any other elective approved and offered from time to time. Not all electives are offered in any one designated semester. Offerings will depend on the availability of staff and the number of students wishing to take any particular course.

N.B. Concerning the Non-Library and Information Studies Faculty courses taken, one subject of two such courses taken in the first semester SHOULD be continued in the second semester and in the four succeeding semesters (i.e. the two LEVEL II and LEVEL III courses).

BA IN LIBRARIANSHIP

YEAR I/LEVEL I

Semester 1
LIBS1003 – Introduction to Information Studies
LIBS1401 – Introduction to Online Searching

Semester 2
LIBS1201 – Management of Libraries and Information Units I
LIBS1004- Reference Services
LIBS1502- Information Technology for Information Professionals

YEAR II/LEVEL II

Semester 1
LIBS2103 – Creation of Metadata for Library Catalogues 1
LIBS2205 – Management of Libraries and Information Units II
LIBS2702 – Information Architecture: Web Access and Usability

Semester 2
LIBS2104 – Creation of Metadata for Library Catalogues II
LIBS2301 - Research Methodology for Information Specialists
LIBS2502 – Information Systems for Information Managers

Semester 3 - SUMMER
LIBS3802 - Internship in Librarianship

YEAR III/LEVEL III

Semester 1
LIBS3207 - Literature for Children & Young Adults
LIBS3502- Technology in Libraries: Database Design and Management
LIBS3604 – Teaching in Information Literacy
LIBS3901 – Access to Information in the Caribbean
Semester 2
LIBS3007 – Caribbean Libraries and Information Units
LIBS3702 – Preservation Management for Library & Information Units
LIBS3801 - Records Management: Principles and Practices

UNDERGRADUATE COURSE DESCRIPTIONS

YEAR I/LEVEL I

LIBS1003 INTRODUCTION TO INFORMATION STUDIES

This course is designed to provide an understanding of information as a social phenomenon, and the historical foundations of its organization. It also provides an understanding of the theories and practices concerned with organizing and disseminating information and the roles and function of the information specialist. The major bibliographic control techniques and tools are introduced in addition to the basic principles of information storage and retrieval.

LIBS1004 REFERENCE SERVICES

This course provides a historical background to reference services and focuses on the competencies that are required for successful reference interviews and the identification and evaluation of reference resources. Practical activities that engender effective oral communication will be included as this is a critical component in the reference interview. The legal and ethical issues and the challenges information professionals face in using and disseminating information will be addressed. These include copyright, intellectual property, censorship and academic integrity.

LIBS1201 MANAGEMENT OF INFORMATION SYSTEMS I

This introductory course develops the students' ability to apply the theories and principles of classical, scientific and human relations management to solve some of the problems which will arise in their future role as library and information centre managers, The course also examines and evaluates basic management processes to enable students to execute functions such as planning, organizing, recruitment, training and marketing of information services.

LIBS1401 INTRODUCTION TO INFORMATION RETRIEVAL AND ONLINE SEARCHING

This course provides a general introduction to information retrieval by examining the basic theoretical principles of information storage, information seeking behaviour, search strategies, and procedures. It focuses on foundational principles for effective and productive searching of different online resources including bibliographic and full-text databases, such as Boolean search and ranking. Practical skills and knowledge developed in the course include applying and executing search strategy for locating information within full-text databases such as Academic Search Complete and search engines. The course also assists students to evaluate search results.

LIBS1502 INFORMATION TECHNOLOGY FOR INFORMATION PROFESSIONALS

This course provides students with an introduction to the information technology landscape and emerging information technology applications for information professionals. It allows students to build a foundation for the study and use of ICTs in the information environment. The course covers the evolution and trends in information technology. Hardware and software management, data representation and processing, telecommunications, multimedia technologies as well as issues of security and ethics are included.

YEAR II/LEVEL II

LIBS2103   CREATION OF METADATA FOR LIBRARY CATALOGUES
This basic level course provides students with the skills to identify and create metadata for library catalogues. Accordingly, the course equips students with the knowledge and skills to record metadata for all resource types using the new cataloguing code, Resource Description & Access (RDA) and to apply bibliographic authority control in the metadata creation process. Additionally, it helps to equip students with the knowledge and skills to create metadata specifically for the display and discovery of digital resources, by using the Dublin Core Metadata Element Set (DCMES). It provides prospective librarians with a basic competence in encoding RDA data into Machine Readable Cataloguing (MARC) format to facilitate online display and discovery of information. The course also facilitates practice in the construction of online catalogue records for the traditional and digital information space within the context of the library.

LIBS2104   CREATION OF METADATA FOR LIBRARY CATALOGUES II
This course provides prospective information professionals with the theoretical and practical bases for creating subject metadata in the subject 'field' in the encoded RDA record in MARC format as well as for the subject metadata 'element' in the Dublin Core record; thereby enriching the record and enhancing resource display, discovery and access. It also provides students with the knowledge and skills for recording subject metadata through the application of subject headings from the Sears List of Subject Headings and through the application of classification numbers from the Dewey Decimal Classification (DDC) Scheme. Added to these applications are the principles of subject authority control, to which this course is designed to expose prospective librarians.

LIBS2205 MANAGEMENT OF LIBRARIES AND INFORMATION UNITS II
This course exposes students to management processes such as planning, organizing, managing and coordinating information units. It focuses on fiscal management, strategic planning, project management, supervising specific departments, and managing and protecting information resources. Case studies and activities are used to enhance the learning experience and assist the learner in developing administrative, investigative and teamwork skills.

LIBS2301 RESEARCH METHODOLOGY FOR INFORMATION SPECIALISTS
This course is intended to provide the student with knowledge of the theories, tools and techniques of research methodology, its terminology and processes. Also included are the concept of evaluation of research results and dissemination techniques including repackaging of information. Special emphasis will be placed on the application of research methodology to information work.

LIBS2502 INTRODUCTION TO INFORMATION SYSTEMS
Building on the basic knowledge of information technology previously acquired, this course introduces the principles of system design, essential technology in current and emerging information systems, and the role of information systems in organizations. Students will investigate, analyze, design, implement, maintain, and review information systems. The course will enable students to evaluate current Caribbean information systems including library services and examine the development of Integrated Library Systems in the Caribbean. Major trends in this dynamic field will also be examined.

LIBS2702 INFORMATION ARCHITECTURE: WEB ACCESS AND USABILITY
This course is designed to familiarize students with the trends in which increasing provision and use is being made of audio-visual materials in addition to print. It enables them to appreciate the growing significance of the role of audio-visual material in recording, organization and exploitation of ideas and information. The course deals with the special characteristics of documents recorded on photographic film, magnetic tape, optical disk and other materials, paying special attention to the evaluation, administration, bibliographic control, acquisition and usage of these materials.

LIBS2703 ARCHIVAL CONCEPTS AND PRACTICES
This course covers the main archival concepts and describes practices that are in accordance with international standards and best practices. Included are the ways in which archival resources are acquired, organised, preserved as well as made available for research in the Caribbean. This course also addresses legal and ethical issues that arise as part of the daily work of the archivist

LIBS2704 INTRODUCTION TO MUSEUMS AND GALLERIES
This course provides a broad introduction to museums and galleries and focuses on current theories, principles, and basic functions of museums. It examines the various types of museums and galleries, and the roles and functions each performs in the society. Students will be exposed to the collection and the documentation systems used in these units. Students will have an opportunity to examine the current issues in these units.

LIBS2705 GOVERNMENT DOCUMENTS IN THE COMMONWEALTH CARIBBEAN
This course helps students to understand the content, structure, and context of records and the information flows within government entities in the Caribbean. Students will explore the organisational structure and the framework for governance and their implications for recordkeeping. It also provides experience in identifying various types of government records, evaluating information processes and services, and introduces students to current issues of government information policies and practices. Students will be challenged to transform recordkeeping from its historical reactive role to a proactive integrated function, supporting the move towards public sector modernisation

LIBS2801 INTERNSHIP IN LIBRARY AND INFORMATION STUDIES
Internship is a practical experience undertaken in an approved library, archive, and records management or information organization under the supervision of a library/information professional. This is usually undertaken during the summer immediately after the completion of a minimum of seven Library and Information Studies courses at Levels 1 and 2.

LIBS3007 CARIBBEAN LIBRARIES AND INFORMATION UNITS
This course focuses on the various organisations which provide information services in the Caribbean. It examines the characteristics of the academic, public, special and school libraries and other information units such as archives and museums. It explores the similarities and differences between them with respect to users, services, physical infrastructure, funding, resources and staff. It provides students with knowledge of the resources needed in library collections and the collection development process used in libraries and information units within the Caribbean. It presents critical issues related to provision of information within the Caribbean context, and the relevance of advocacy in helping to resolve some of these issues.

LIBS3207 LITERATURE FOR CHILDREN & YOUNG ADULTS
The course looks at the characteristics, developmental needs and interests of children and young adults and how these affect their response to literature. It examines the different types and sources of multimedia material - fiction and non-fiction - and their evaluation, selection and use. Indigenous resources for Caribbean children and young adults are stressed. The value of literature for young people and current trends and issues in the field are also included.

**LIBS3502 TECHNOLOGY IN LIBRARIES: DATABASE DESIGN AND
         MANAGEMENT**
This course introduces students to database design and management as well as the application of computers in technical support systems. It examines the wider concepts of automation in information resource management and systems development with special reference to the Caribbean. It includes: planning, analysis, design, implementation, and evaluation of databases. The course will enable students to examine and evaluate automated information support systems and services. Selected trends in this dynamic field will also be examined.

LIBS3604 TEACHING INFORMATION LITERACY
This course will introduce students to the concept and process of information literacy, the role of Caribbean libraries in Information literacy education and the various models and standards relative to information literacy. Students will also be exposed to the learning theories and models to be applied when teaching information literacy to adults and children. Emphasis will be placed on the planning and teaching of information literacy skills to students and adults through systematic programme based on well-established theories and some of the best practices in the field. Models of Information Literacy including the Big6 and Marland's Nine Steps will be covered along with theories on information seeking behaviour to provide a framework for instruction. The content will also include how to conduct needs assessments and creating effective information literacy assignments.

**LIBS3702 PRESERVATION MANAGEMENT FOR LIBRARIES AND INFORMATION
         UNITS**
This course reflects global directions in the field of library and information studies. It addresses a core competency for graduates with a degree in library and information studies, namely the preservation of information resources. The course provides students with a foundation in preservation management, the principles and practices that affect analogue, digital and print media,

as well as artifacts in libraries, archives and museums. Areas covered include physical composition and deterioration of carriers of information; buildings and storage containers for preservation; storage and collections care; disaster planning and risk management for Caribbean libraries and information units; preservation of digital media; selection and preservation planning and policies; copyright and preservation; and project planning and budgeting.

LIBS3801 RECORDS MANAGEMENT: PRINCIPLES AND PRACTICE
This course introduces students to the main principles of records and information management. It covers the major components in managing the internal information of an organization and provides an understanding of the theory and practice of establishing records. This course provides an overview of key concepts, and the societal, legal, organizational, and technological context within which records (regardless of their physical form) are created, organized, used and preserved.

LIBS3901 ACCESS TO INFORMATION IN THE CARIBBEAN
This course has been developed to provide final year majors in in Library and Information be considered in the development of new information systems and services. Students will critically evaluate research on selected factors: content, usability, connectivity, affordability, policy development and intellectual property rights; and develop seminar papers identifying new roles for Caribbean libraries and librarians in relation to the above areas.

POSTGRADUATE PROGRAMMES

- ➢ **MASTER OF LIBRARY AND INFORMATION STUDIES (Options 1 & 2)** *(face to face & online)*
- ➢ **MASTER OF ARTS IN LIBRARY AND INFORMATION STUDIES** *(face to face & online)*
- ➢ **MASTER OF ARTS IN ARCHIVES AND RECORDS MANAGEMENT** *(face to face & online)*
- ➢ **MASTER OF PHILOSOPHY IN LIBRARY AND INFORMATION STUDIES**

MASTER IN LIBRARY AND INFORMATION STUDIES (MLIS) *(face to face & online)*

OBJECTIVE

This programme sets out to equip graduates with a bachelor's degree in other disciplines with professional education in the field of library and information studies in order to prepare them to effectively manage library and information units and organizations in different types of environments.

ADMISSION

To be admitted to the programme, applicants must be graduates of approved universities normally with at least a <u>lower second class honours degree</u> in any discipline. Previous work experience in libraries is an advantage but is not essential. Applicants are required to be computer literate, (that is, to have a basic knowledge of the operation of a computer and the software associated with it). It is therefore in the interest of students, at this stage, to ensure that they have done an introductory course before entering the programme.

DURATION

All full-time students will take <u>ONE</u> (1) academic year (Aug.-May) to complete all the required courses, and if they choose to pursue Option 1, they will take an additional academic year (Aug.-Sept.) part-time to complete the Research Paper.

Part-time students will take <u>TWO</u> (2) academic years to complete all required courses and <u>ONE</u> (1) year part-time to complete the Research Paper, making a total of 3 years.

PROGRAMME

The student will be required to read <u>TEN</u> (10) semester courses, write a research paper of 10,000—15,000 words, and earn an additional 3 credits from Practicum, making a total of **39** credits as shown below.

Students are required to obtain a minimum of thirty-nine (39) credits consisting of:

Ten 3-credit courses	30 credits
Six weeks practicum (fieldwork)	3 credits
Research Paper 10,000—15,000 words	6 credits (Option 1)
Independent Study	3 credits (Option 2)
Trends & Issues in the Library & Information Environment	3 credits (Option 2)

Semester I Year I
Core Courses: (3 credits each)
LIBS6001 - Foundations of Library and Information Studies
LIBS6106 - Management of Libraries & Information Units
LIBS6301 - Bibliography and Reference Methods and Materials
LIBS6501 - Information Technology I
Electives
LIBS6901 - Trends & Issues in the Library & Information Work
LIBS6203 - Metadata & Resources Discovery
LIBS6801 - Copyright Issues Affecting Caribbean Libraries and Information Services

Semester II Year I
Core Courses: (3 credits each)
LIBS6401 - Research Methods in Library and Information Studies
Electives
LIBS6003 - Information Literacy Instruction
LIBS6302 - Information Resources in Science and Technology
OR
LIBS6304 - Information Resources in the Social Sciences (Alternate Years)
LIBS6503 - Introduction to Digital Libraries
LIBS6306 – Legal Information Resource Management

Semester III Face-to-Face (possibly online delivery in 2017)
LIBS6504 – Catalogue Creation and Use
LIBS6202 - Subject Analysis and Indexing in Information Retrieval
LIBS6504 - Integrated Library Systems

Elective (3 credits each)
MGMT6015 - Basic Statistics

Semester I Year II
LIBS6899 - Research Paper (6 credits) **OPTION 1**
OR
LIBS6902 - Independent Study (3 credits) **OPTION 2**
Students opting for this should do LIBS6901 in semester 1 year 1

Semester II Year II
LIBS6899 - Research Paper (6 credits) **OPTION 1**

Semester III Year II
LIBS6904 - PRACTICUM IN LIBRARY AND INFORMATION STUDIES – SIX WEEKS (3 CREDITS)

MASTER OF ARTS IN LIBRARY AND INFORMATION STUDIES (MALIS)
(face to face & online)

OBJECTIVE
The objective of the programme is to provide graduates of the BA (Library and Information Studies) programme with the opportunity to upgrade their qualifications to meet the demands of the modern information environment.

ADMISSION
Admission to the programme will normally require:
- At least a Lower second class honours degree BA /B.Ed. (Library and Information Studies)
- Previous work experience in a library will be an asset but is not compulsory.

PROGRAMME
Students will be required to read <u>TEN</u> (10) semester courses, and write a research paper of 10,000—15,000 words. They are required to do a minimum of **36** credits.

COURSE OF STUDY
Each candidate for the Master of Arts in Library and Information Studies will be required to pursue a course of study as set out below:

Semester I Year I
Core Courses: (3 credits each)
LIBS6501 - Information Technology I
LIBS6901 - Trends & Issues in the Library & Information Environment

Electives Courses: (3 credits each)
LIBS6801 - Copyright Issues Affecting Caribbean Libraries and Information Services
LIBS6203 - Metadata & Resources Discovery

One (1) course from another Department or Faculty with the approval of DLIS
E.g.HIST6702 Artifacts, Museums and Archives

Semester II Year I
Core Courses: (3 credits each)
LIBS6002 - Information, Communication & Society
LIBS6003 - Information Literacy Instruction
LIBS6401 - Research Methods in Library and Information Work

Electives (3 Credits each)
LIBS6306 – Legal Information Resource Management
LIBS6503 - Introduction to Digital Libraries

One (1) course from another Department or Faculty with the approval of DLIS

Semester III Face-to-Face (possibly online delivery in 2017)
MGMT6015 - Basic Statistics
LIBS6504 - Integrated Library Systems

LIBS6899 - Research Paper (under supervision)
LIBS6899 - Research Paper (10,000-15,000
words)

Semesters I and II Year II
LIBS6899 - Research Paper (Completed)

MASTER OF ARTS IN ARCHIVES AND RECORDS MANAGEMENT (MAARCM)
(face to face & online)

OBJECTIVE

The principal objective of this Programme is to provide for the first time post graduate level education in the fields of archives administration and records management. Currently there exists no formal programme in the Caribbean for educating archivists. Training is available externally in North America and the United Kingdom at high costs and this leads to serious limitation to the development of the profession in the region. More importantly, this programme will provide a dedicated space for the academic analysis of Caribbean memory and recordkeeping practices, which are emerging out of the realities of the Caribbean experience.

ADMISSION

Admission to the programme will normally require:

* At least a Lower second class honours degree BA /B.Ed. preferably in Humanities or the Social Sciences

* Previous work experience in an archives or an information unit will be an asset but is not compulsory.

SUMMARY	**Core Courses**	**21 Credits**	
	Practicum	**3**	
	Research Project	**6**	
	Electives	**6**	
		36	**Credits Total**

SEMESTER I Year 1

In Semester One (August—December), students will be required to take THREE (3) Core courses as follows:

Core Courses: (3 credits each)
ARCM6001 - Fundamentals of Archives and Records
LIBS6106 - Management of Library & Information Units
LIBS6501 - Information Technology 1

SEMESTER II Year 1

In Semester One (January—May), students will be required to take THREE (3) courses. THREE (3) core courses as follows:

Core courses
ARCM6004 - Records Management in the Digital Age
ARCM6002 - Acquisition, Organization and Access of Archival Materials
ARCM6003 - Preservation of Archival Materials in Tropical Environments

SUMMER Year 1

ARCM 6005: A Practicum in an approved archives/records management facility 3 credits

SEMESTER 1 YEAR 2

ARCM 6006 Memory and Recordkeeping in the Caribbean
ARCM 6008- Digital Curation
LIBS6401-Research Methods in Information Work

Electives

LIBS 6002 Information Communication and Society
ARCM 6007: Preserving and Managing Sound and Visual Media

SEMESTER II YEAR 2

ARCM6009 Research Paper (10,000—15,000 words) 6 Credits

Students are expected to begin working on their Research Paper which should be handed at the end of the 2nd Semester.

MASTER OF PHILOSOPHY IN LIBRARY AND INFORMATION STUDIES

INTRODUCTION

The Department of Library and Information Studies accepts graduate students to read for the Master of Philosophy (Library and Information Studies) Degree by thesis. As a norm, only students with Upper Second Class Honours and above are admitted into this programme. The Department will only accept applicants for whom it can provide adequate supervision, and for whom adequate resources for research exits. Thus the Department is not required to accept all suitably qualified applicants.
All such applicants must be approved by the Board for Graduate Studies and Research on the recommendation of the Faculty of Humanities and Education Sub-Committee for Higher Degrees.

QUALIFICATIONS FOR ADMISSION

The following are eligible to apply for registration for this degree:
- Graduates of any University holding the MLS, or equivalent degree, or a BA. (Library and Information Studies) degree, having obtained no lower than an Upper Second Class Honours Degree.

- Students who have obtained other suitable academic and or professional qualifications and experience.

Acceptance into the M.Phil. (Library and Information Studies) programme shall depend on assessment of the students past education, performance and experience. The Department may also require applicants to:
   a. Prepare and submit a proposal on an agreed research topic.

   b. Write a 2,000 word essay on an agreed topic under examination conditions demonstrating analytical and critical thinking and the ability to communicate ideas logically and coherently in keeping with the requirements of a research degree.

REQUIREMENTS FOR THE M.PHIL LIBRARY AND INFORMATION STUDIES
   a) As a prerequisite, all applicants are expected to have completed an approved Research Methods Course at the Graduate Level. Where this is not the case, they would need to pursue this course prior to acceptance into the programme.

   b) Completion of at least two (2) three-credit courses taken from courses offered at the Masters level.

   c) Where in the view of the Faculty a student lacks adequate preparation in the area in which the thesis is to be written, such a student shall be required to pursue a reading course and to write two long papers, or to complete successfully two additional courses by teaching and examination. These courses can be taken from the Masters Courses in the Department or any other approved comparable course in another Department.

d) A full-time student shall be assigned a supervisor to whom the student shall report in person as required.

e) M.Phil students must satisfactorily complete at least two research seminars convened by the Head of Department prior to submission of the M.Phil thesis.

f) A student shall be required to present a thesis of up to 40,000 words on an approved subject within FOUR (4) calendar years of their registration.

g) A student shall be required to take an oral examination on the general field of study of the thesis.

REQUIREMENTS FOR THE M.PHIL. LIBRARY AND INFORMATION STUDIES (PART-TIME)

a) Applications for registration for part-time study towards the M.Phil (Library and Information Studies) Degree must meet the requirements for admission to the full-time M.Phil. Library and Information Studies programme.

b) A part-time student shall be assigned a supervisor to whom the student shall report in persons or in writing not less than twice per semester.

c) A part-time student shall present a thesis and be orally examined for the Degree within FIVE (5) calendar years of their initial registration.

NB: ALL M.PHIL. STUDENTS SHALL BE REQUIRED TO ATTEND POSTGRADUATE SEMINARS

UPGRADING TO PhD

Students admitted to the M.Phil programme have the option to seek an upgrade to the Ph.D. up to three years into the programme, subject to the presentation of a research proposal and a sample of the research already undertaken at an Upgrade Seminar.

POSTGRADUATE COURSE DESCRIPTIONS

LIBS6001 FOUNDATIONS OF LIBRARY AND INFORMATION STUDIES (3 credits)

This course examines the historical development of different types of libraries and other information units and their evolving roles and functions in society. It covers the nature, philosophy and ethics of the information profession and its attendant professional associations. The course provides an overview of some of the current issues in the field such as Intellectual Property Rights, Copyright, and legal and ethical issues relating to the use of information; the nature of information and process of information transfer; the digital divide; and information policies generally and as they apply to Information Communication Technologies. Various library visits are included to provide students with first-hand experience of the operations of these information units. Throughout the course, the Caribbean implications and applications relating to all the topics are emphasized.

LIBS6002 - INFORMATION, COMMUNICATION AND SOCIETY (3 credits)

This course will examine the nature of information and the communication processes and the role of information and communication or individual perspective. It will attempt to place information in a wider context reflecting its interdisciplinary nature and its interaction with social, cultural, economic and technological changes leading to the evolution of the information society. It will also provide students with the skills which enable them to communicate effectively in an electronic environment.

LIBS6003 INFORMATION LITERACY INSTRUCTION (3 credits)

This course is aimed at introducing students to learning theories and the pedagogical and andragogical approach to teaching adults and children information literacy. It will place emphasis on the planning and teaching of information literacy instruction to students and adults through a systematic programme. The Big6, the Marland's Information Literacy Model and other models will be included to provide a framework for instruction. Human information behavior will be explored and the impact that this has on users when they seek information. Students will be allowed to conduct needs assessments, and get practice in writing effective library research assignments

LIBS6103 MANAGEMENT OF SPECIAL LIBRARIES AND INFORMATION CENTRES (3 credits)

This course surveys the management, organization, and services within special libraries and information centres. It includes topics on marketing, cost-effectiveness and cost-benefits of special library services. Attention is given to the study of current trends in documentation and information technology as well as that of facilities, finances and problems of these units.

LIBS6106 MANAGEMENT OF LIBRARIES AND INFORMATION UNITS (3 credits)

This course introduces the student to general management theories, principles and processes and a study of how these general principles are applied and adapted in the management of libraries and information units. Management functions covered include planning, organizing, staffing, leading and controlling. Included is a focus on the ways in which various types of libraries and information units such as special, university, school, public and national libraries are managed. Implications for service delivery within a Caribbean context are also addressed.

LIBS6201 CATALOGUE CREATION AND USE (3 credits)

This course is designed to provide the student with an understanding of the theories and principles associated with subject access to information, the techniques and practices used to permit access to this aspect of information retrieval and the standard tools employed in the process. Students will be given the opportunity to apply these techniques through practice in creating catalogue entries.

LIBS6202 SUBJECT ANALYSIS & INDEXING IN INFORMATION RETRIEVAL (3 credits)

This course is designed to provide the student with an understanding of the theories and principles associated with subject access to information, the techniques and practices used to permit access to this aspect of information retrieval and the standard tools employed in the process. Students will be given the opportunity to apply these techniques through practice in creating catalogue entries.

LIBS6203- METADATA AND RESOURCE DISCOVERY (3 credits)

This is an intermediate level course on Metadata and their use and significance in resource discovery. This course is intended primarily for the following categories of persons: students who have completed a cataloguing and classification course; practitioners who have some general knowledge of metadata and are involved in indexing electronic resources or web-sites; practitioners who provide metadata for digital collections in archives, museums and libraries; practitioners with little or no metadata training; IT personnel who use metadata, for example, in creating websites for clients. It is designed to provide skills in identifying, creating and using quality metadata. It provides an understanding of the purpose, use, types, standards, creation and storage of metadata, related schemas, syntax and quality control issues. It therefore prepares students to manage collection-specific metadata projects. In presenting the different modules, the Caribbean situation will be examined where applicable and implications for application in Caribbean libraries, archives and museums will be addressed.

LIBS6301 BIBLIOGRAPHY AND REFERENCE METHODS AND MATERIALS (3 credits)

This course introduces the students to the concept of bibliographic control, the major types of bibliographic control tools and techniques and to bibliographic standards. The reference component of the course examines the basic concepts of the reference process, interviewing/negotiation techniques, communication barriers in librarian-user inter-action and e-reference. It also covers the role of policy, selection criteria for print and electronic reference materials and the various sources that comprise the reference collection.

LIBS6302 INFORMATION RESOURCES IN SCIENCE AND TECHNOLOGY (3 credits)

This course is intended to acquaint students with the information needs in science and technology within the framework of the communication patterns in these areas. It examines the characteristics of the literature and acquaints students with the primary, secondary and tertiary sources of information retrieval.

LIBS6304 INFORMATION RESOURCES IN THE SOCIAL SCIENCES (3 credits)

This course is intended to acquaint students with the nature of social science literature. It describes communication in the social sciences and examines the literature and bibliography of the major disciplines: anthropology, history, economics, education, political science, law

and sociology. It seeks to acquaint students with the characteristics of the users of this literature, the nature of social science research and the multi-disciplinary problems associated with social science information. It also familiarizes them with manual resources and automated services.

LIBS6306 - LEGAL INFORMATION RESOURCES MANAGEMENT (3 credits)

This course is aimed at providing students with knowledge of existing legal information resources and their organization, as well as the information needs and information-seeking behaviour of the legal community which includes legal practitioners in public and private practice as well as legal educators in academic institutions. It introduces students to the primary and secondary information resources of the law and emphasizes the unique characteristics of and issues in handling legal publications in non-traditional formats. The impact of technology on enhanced access to legal information resources, together with the rationale for the retention of certain print materials, is explored.

LIBS6401 RESEARCH METHODS IN LIBRARY AND INFORMATION STUDIES

(3 credits)

The course is designed to introduce students to different approaches, considerations and challenges involved in social research. A number of research methods useful for information professionals will be examined. The course will focus on all aspects of the research cycle and will have students writing research problems, research objectives, research questions, rationale and significance of the problem and literature reviews. Students will be exposed to various sampling procedures specific to quantitative and qualitative research and will be given practice in constructing data collection instruments. Students will also be made aware of how to analyze qualitative and quantitative data and the instruments suitable to show the graphical representation of data. The course will also provide students with the tool to understand research terminologies and to critically assess published research.

LIBS6501 INFORMATION TECHNOLOGY I (3 credits)

This course provides an introduction to information and communications technologies and some of their applications in libraries and information units. The foundations of information and communications technology management and applications to library operations are treated, and students do practical lab work in relation to each application. The course therefore enables understanding of the concepts of the application of information and communications technology in libraries and other information units, and develops expertise in the use of relevant information technology applications for productivity, database management, information retrieval and analysis of information.

LIBS6503 AN INTRODUCTION TO DIGITAL LIBRARIES (3 credits)

This course provides students with an introduction to the concept of digital libraries, and to the practical aspects of digital library creation. It covers methods of creation, issues of maintenance, and rights management, criteria for evaluating digital library systems and software, and skills for creation of digital libraries. This course which is proposed as an expansion of the digital libraries component of LIBS6502 Information Technology II enables students to get more in-depth knowledge and skills related to digital libraries.

LIBS6504 INTEGRATED LIBRARY SYSTEMS (3 credits)

This course provides an introduction to the concept of Integrated Library Systems; the practical aspects of bibliographic database creation; and the implementation of Integrated Library Systems. It covers the component modules of such systems, the status of Integrated Library Systems in Caribbean Libraries, evaluation criteria for proprietary and open source systems. Practical experience in evaluating and using the user interfaces of selected integrated library systems will be provided in weekly lab sessions.

LIBS6801 COPYRIGHT ISSUES AFFECTING CARIBBEAN LIBRARIES AND INFORMATION SERVICES (3 credits)

This course will expose participants to copyright principles and practices relating to the use of protected works. It will focus on the impact of copyright conventions, treaties and legislation on the delivery of library and information services in the Caribbean. Students will learn to identify and resolve copyright problems in the context of libraries and information services. Candidates for the course are expected to hold good undergraduate degrees in library and information studies or in other areas.

LIBS6899 RESEARCH PAPER (6 credits)

This is a research paper on an approved topic to be selected in an area of interest to the student and in the field of librarianship. Under the direction of a faculty member the student will conduct this research that will make a contribution to the field of librarianship. Students are required to attend at least FOUR (4) research seminars which are designed to provide a platform for students to present completed or in-progress research in a formal and collegial setting and to get feedback about their research.

LIBS6901 TRENDS AND ISSUES IN THE LIBRARY AND INFORMATION ENVIRONMENT (4 credits)

Based primarily on the current literature of library and information science, this course is designed to deal with evolving theories and trends in the library and information field as well as the issues faced by library and information professionals in the modern information environment. It will sensitize librarians to the decision making considerations involved in the development and delivery of library services in the modern environment especially in relation to Caribbean Librarians.

LIBS6902 INDEPENDENT STUDY (3 credits)

This is a self-directed study of an approved topic to be selected in an area of interest to the student. Under the direction of a faculty member the student will prepare a critical essay (state of the art) that explores the literature of the selected topic. The essay will not merely review the literature but will synthesize and evaluate it to demonstrate the student's knowledge of the field.

LIBS6904 PRACTICUM IN LIBRARY AND INFORMATION STUDIES (3 credits)

Fieldwork is a six-week practical work experience undertaken in an approved library, archives, and records management or information organization under the supervision of a library and information professional.

MGMT6015 BASIC STATISTICS

Statistical Techniques is designed to introduce students to the principles of Statistics and their application to Library Studies. Some of the following material will be covered: data displays and summary statistics for quantitative and qualitative variables; correlation and simple regression for pairs of variables; probability to deal with partial and uncertain knowledge; the law of large numbers; the normal distribution and the central limit theorem; statistical inference based on standard of errors, confidence intervals and statistical hypothesis tests.

The course places strong emphasis on understanding the fundamental statistical concepts, interpreting data and the results of statistical analysis and **not** on the details of the computation (formulae). In delivering the course, efforts will be made to present each of the techniques in the context of real library problems and the statistical results will be used to illustrate how librarians can obtain insights on the solution to problems they are likely to encounter in practice. SPSS (Statistical Packages for the Social Science) will be used for the practical and application component of the course.

ARCM6001 FUNDAMENTALS OF ARCHIVES AND RECORDS

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.

ARCM6002 ACQUISITION, ORGANIZATION AND USE OF ARCHIVAL MATERIALS

This course is designed to introduce students to the theories and best practices in relation to the appraisal, acquisition, arrangement and description of archival materials, in textual, non-textual, and cultural formats. The course emphasizes the application of international standards in the performance of these core archival functions. In addition, the course requires students to identify local, national and international reference sources and their potential users, with emphasis on the peculiarities of Caribbean records. Therefore, the course incorporates the intellectual framework necessary to facilitate access and use including placing materials on the web.

ARCM6003 PRESERVATION OF ARCHIVAL MATERIALS IN TROPICAL ENVIRONMENTS

This course begins by examining the composition of archival materials in their varied formats and identifying those factors –both internal to their physical structures and influenced by external (environmental) elements - which cause them to deteriorate especially under tropical conditions. It then offers some solutions to prolonging the life of the materials before outlining the main factors in a Preservation Programme. It discusses the options available to rehabilitating damaged/deteriorated materials either by restoring them to their original condition or by reformatting the information in them by microphotography or digitization techniques. The vulnerability of tropical countries to natural disasters as well response mechanisms to these disasters is covered in Disaster Planning. Using case studies of actual disasters, the difficulties small and economically vulnerable island states experience in coping and recovering from these harrowing events will be discussed.

ARCM6004 RECORDS MANAGEMENT IN THE DIGITAL AGE

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.

ARCM6005 PRACTICUM IN ARCHIVAL STUDIES

Students will be required to spend six weeks (30 days) working in an approved archival establishment or a records management unit gaining practical experience under the guidance of a professional in the field. During the Practicum the student would work on a project which would be an important part of the assessment of the course. There would be a concession for students already working in an archival or records management unit as they would be required to work for two (2) weeks but in a unit different to the one in which they are employed.

ARCM6006 MEMORY AND RECORDKEEPING IN THE CARIBBEAN

This course explores the social construct of collective memory as shaped through historical events and recorded through archival records in the colonial and post-colonial societies of the Caribbean. It focuses on the remains of the past – the written (archival materials), the unwritten (the oral tradition and artefacts) as well as contemporary textual and non-textual records in order arrive at a better understanding of societies which have suffered long periods of colonialism and their emergence into collective recognitions of nationalism and identity. Records creation, keeping, preservation and dissemination are crucial factors in society's understanding of the process of memory construction, public history display, commemoration, the writing of history, and the formulation and articulation of political and national identities.

ARCM6007 PRESERVING AND MANAGING SOUND AND VISUAL MEDIA

This course introduces students to the unique challenges and responsibilities for the care and management of archival records with sound and visual dimensions. It will provide the knowledge and skills necessary to develop comprehensive programmes for managing, preserving and providing access to audio visual recordings. Trends and special issues impacting on the management and preservation of audio visual materials in the Caribbean and in similar contexts will be discussed and explored.

ARCM6008 DIGITAL CURATION

Curation activities and policies support data maintenance and add value to collections, allow data discovery and retrieval, and promote re-use and interoperability. This course teaches the concepts and skills involved in on-going management of digital artefacts through their lifecycle. It will provide an overview of a broad range of theoretical and practical problems in this emerging field, and will examine issues related to data creation, appraisal and selection, workflows, metadata, legal and intellectual property issues.

PLEASE NOTE:

Not all electives are offered in any one designated semester. Offerings will depend of the availability of staff and the number of students wishing to take any particular course.

GRADE SCALES FOR DEGREES

The grade scale for undergraduates degrees differ somewhat from that used for postgraduate programmes and so both are included below for your information.

GRADE SCALES FOR UNDERGRADUATES

GRADE	PERCENTAGE	POINTS
A+	90 –100	4.3
A	80 - 89	4.0
A-	75 -79	3.7
B+	70 – 74	3.3
B	65 - 69	3.0
B-	60 - 64	2.7
C+	55 -59	2.3
C	50 -54	2.0
F1	40 -49	1.7
F2	30 -39	1.3
F3	0 - 29	0

GRADE SCALES FOR POSTGRADUATES

GRADE	PERCENTAGE	POINTS
Low B	50 – 53	4
Clear B	54 – 57	5
Good B	58 – 59	6
Low B+	60 – 63	7
Clear B+	64 – 67	9
Good B+	68 – 79	10
Low A	70 – 75	13
Clear A	76 – 85	14
Brilliant A	86+	16

PRIZES & AWARDS

The Department of Library and Information Studies students are eligible for the following prizes:

UNDERGRADUATE

- **ALUMNI PRIZE FOR BEST GRADE:**
  Awarded to the student with the best grade in Year I.

- **COMLA PRIZE FOR BEST GRADE:**
  Awarded to the student with the best grade in Year 2.

- **AMY ROBERTSON PRIZE:**
  Awarded to the most outstanding student in the B.Ed. School Librarianship programme.

- **DAPHNE DOUGLAS PRIZE:**
  Awarded to the student who displays personal and professional development in the UG programme.

- **GLORIA BAKER AWARD:**
  Awarded to a student in the undergraduate programme who is a member of the Association of Librarians in the Jamaica Library Service (ALJALS)

- **HAZEL BENNETT PRIZE:**
  Awarded to student for Best Grade in a Year I Management Information Systems Course

- **FAY DURRANT AWARD:**
  Awarded to student for Best Grade in LIBS3901 – Access to Information in the Caribbean

UNDERGRADUATE AND POSTGRADUATE

- **DOROTHY COLLINGS PRIZE**
  Awarded to the graduating student with the best grade at undergraduate and postgraduate level.

- **STEPHNEY FERGUSON AWARD:**
  Awarded to student for Best Grade in LIBS6901 – Trends and Issues in Library and Information Work

- **SONIA BLACK AWARD:**
  Award to student for the Best Grade in ARCM6004 – Records Management in the Digital Age

UNIVERSITY OF THE WEST INDIES
LIBRARY & INFORMATION STUDENT SOCIETY (UWI-LISS)

GOAL
To promote an awareness of library and information work.

AIMS & OBJECTIVES
1. To provide varied library and information related experiences geared towards the development of students in the field;
2. To provide a forum for sharing and learning about trends and issues in the field;
3. To provide opportunities to meet other persons engaged in or interested in the many facets of librarianship;
4. To promote a wider knowledge of library associations locally, regionally and internationally;
5. To provide opportunities for library and information students to make an impact in surrounding communities.

WHO CAN BECOME A MEMBER
Any currently enrolled student of the University of the West Indies (UWI), Mona Campus, registered in or who has completed at least one (1) course in Library and Information Studies.

MEETING PLACE
Department of Library & Information Studies (DLIS) Seminar Room

MEETING TIME
2nd Thursdays at 2 p.m.

MEMBERSHIP FEE FOR 2016/2017 ACADEMIC YEAR
JMD250 per annum

THE EXECUTIVE COUNCIL MEMBERS FOR 2016/2017 ACADEMIC YEAR

NAME	POSITION	ADDRESS
Akeelya Williams	President	premiewill@gmail.com
Carma Bryce	Vice President	carmabryce.cb@gmail.com
Jason Carter	Treasurer	jcarter3192@yahoo.com
Olivia Brown	Secretary	zav_brown@yahoo.com
Jasheka Robinson	Public Relations	jashekalee@gmail.com

STAFF ADVISOR FOR 2016/2017 ACADEMIC YEAR

Dr. Paulette Stewart
Head of Department
DLIS
UWI, Mona
E-mail: sasekea.harris@uwimona.edu.jm

STUDENT WELFARE AND PROFESSIONAL ORIENTATION

<u>Student Welfare</u>

The following provide support for students

- ➢ **Office of Student Financing**

    - Financial assistance services

    - Scholarships; bursaries

- ➢ **UWI Health Centre Services**

    - Counseling

    - UWIHELP 294-0042

- ➢ **DLIS Student Council**

    - Avenue for discussing student matters with DLIS Staff

<u>Professional Orientation</u>

- ➢ **Office of Student Services**

    - Quality Leadership Programme

    - Mentorship Programme

    - International Students Office

    - Career and Placement

- ➢ **DLIS Teaching Approaches**

    - Fieldwork/Internship; Group Work;

    - Class Presentations; Seminars, Hands-On Lab Sessions

    - Visits to relevant Information Units

GUIDE TO MLA CITATION STYLE

The Modern Language Association (MLA) Style is widely used for academic writing in the Humanities. This is the citation style (7th ed.) used by the Department. Coursework assignments submitted to the Department must have an accompanying Works Cited. The following examples are taken from the *MLA Handbook for Writers of Research Papers,* 7th ed.

NONPERIODICAL PRINT PUBLICATIONS

Book by a Single Author

Franke, Damon. *Modernist Heresies: British Literary History, 1883-1924.* Columbus: Ohio State UP,

2008. Print.

Book by Three Authors

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research.* 2nd ed.

Chicago: U of Chicago P, 2003. Print.

Book by Four or More Authors

Plag, Ingo, et al. *Introduction to English Linguistics.* Berlin: Mouton, 2007. Print.

Government Publication

Great Britain. Ministry of Agriculture, Fisheries, and Food. *Our Countryside, the Future: A Fair Deal for*

Rural England. London: HMSO, 2000. Print.

Published Proceedings of a Conference

Chang, Steve S., Lily Liaw, and Josef Ruppenhofer, eds. *Proceedings of the Twenty-Fifth Annual*

Meeting of the Berkeley Linguistics Society, February 12-15, 1999: General Session and

Parasession on Loan Word Phenomena. Berkeley: Berkeley Linguistics Soc., 2000. Print.

Unpublished Dissertation

Kelly, Mary. "Factors Predicting Hospital Readmission of Normal Newborns." Diss. U of Michigan,

2001. Print.

PERIODICAL PRINT PUBLICATIONS

Article in a Scholarly Journal

Piper, Andrew. "Rethinking the Print Object: Goethe and the Book of Everything." *PMLA* 121.1

(2006): 124-38. Print.

Article in a Newspaper

Alaton, Salem. "So, Did They Live Happily Ever After?" *Globe and Mail* [Toronto] 27 Dec. 1997:

D1+. Print.

WEB PUBLICATIONS

Scholarly Journal

Shah, Parilah Mohd, and Fauziah Ahmad. "A Comparative Account of the Bilingual Education

Programs in Malaysia and the United States." *GEMA Online Journal of Language Studies* 7.2

(2007): 63-77. Web. 5 June 2008.

Periodical Publication in an Online Database

Tolson, Nancy. "Making Books Available: The Role of Early Libraries, Librarians, and Booksellers

in the Promotion of African American Children's Literature." *African American Review* 32.1

(1998): 9-16. *JSTOR.* Web. 5 June 2008.

2015/16 HIGHLIGHTS UPDATE

4th Kenneth Ingram Memorial Lecture by Dr. Kelvin White

"Archival Silences: A Call for Culturally Relevant and Pluralistic Archival Education, Research, and Practice"

The area of archival studies today transcends the professional field of archival science. It encompasses an ever-broadening array of disciplinary discussions and methodological approaches that are identifying, critiquing, and addressing the shifting social, cultural, philosophical, and political, as well as the technological, imperatives of record keeping and remembering in the twenty-first century. This lecture reports on two significant research studies that illuminate the realization that there are many communities whose experiences are not recorded in official narratives of the states in which they are located. These silences can partly be explained by the non-elite status of members of these communities or because their community practices, culture, and beliefs are often based upon non-textual ways of making and keeping records that fall outside the accepted archival paradigm. Lastly, the presentation suggests ways in which research and education in archival studies can play a central role in promoting more reflexive and inclusive ideas, practices, and research, not only within the archival profession, but also within the various library and information science (LIS) programs.

Appearing on the January 2016 UWI Calendar – Excelling across Frontiers

Nicoleen Saunders-Grant, 2015 DLIS Student (sitting) through her respective passions, exemplify the University's commitment to provide a stimulating environment where students can broaden their intellectual horizons by way of intra and inter-faculty multidisciplinary academic programmes. She was named the winner of the Commonwealth Library Association Prize for the most outstanding academic performance in Year 2.

Research Forum

The third research forum under the theme: **"Showcasing Research in Library and Information Studies to Inform Pedagogy and Practice"** was held in the Multifunctional Room at The University of the West Indies, Mona Main Library on Thursday November 19, 2015 from 1p.m. to 4p.m. The Guest Speaker was Professor Ian Boxill, Department of Management Studies, UWI, Mona.

LIBRARY INFORMATION HIGHWAY

E-Library
Indexer & Abstractor
Internet Publisher
Thesaurus Constructor
Directory Agent
Marketing Agent
Book Vendor

Publishing Parkway

Information Highway

Information Architect, Consultant/Analyst, Knowledge Manager
Archivist, Reference Librarian, Information Officer, Librarian
Records Management Analyst, Information Broker

Digital Initiative Librarian
Cybrarian
Resource Locator
Online Searcher
World Wide Web Master
Internet Cataloguer

Highway

Legal Lane

Legal Information Officer
Political Researcher
Intellectual Property
Law Librarian

Community Corner

Storyteller
Adult Services Librarian
Counselor
Literacy Coordinator
Community Website Coordinator
Distance Learning Librarian

LIBRARY ROAD

Technical Crescent

Multimedia Designer
Database Manager
Digital Collections Librarian
Systems Analyst
Electronic Content Manager
Imaging Coordinator