Department of Library and Information Studies (DLIS)

DEPARTMENTAL HANDBOOK
2015 – 2016
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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.
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<tr>
<th>Name</th>
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<tr>
<td>Prof. Dorothy Collings</td>
<td>1971 – 1974</td>
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<td>Prof. Frank Hogg</td>
<td>1974-1976</td>
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<tr>
<td>Dr. Hazel Bennett</td>
<td>1980 – 1982</td>
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<td>Ms. Stephney Ferguson</td>
<td>1993- 1997</td>
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<td>Mr. Ownali Mohamedali</td>
<td>1997 – 2000</td>
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<tr>
<td>Dr. Cherrell Shelley-Robinson</td>
<td>2006 – 2008</td>
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<td>Dr. Paulette Kerr</td>
<td>2011 – Mar. 2015</td>
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### STAFF

#### Academic Staff

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<tr>
<th>Dr. Paulette Stewart</th>
<th>Dr. Rosemarie Heath</th>
<th>Dr. Ruth Baker-Gardner</th>
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<th>Dr. Yan Wu</th>
<th>Mr. Mark-Shane Scale</th>
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<th>Ms. Paulette Bowen</th>
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<td>Librarian</td>
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#### Adjunct Staff

- Mr. John Aarons
- Ms. Sonia Black
- Mr. Matthew Blake
- Mrs. Hyacinth Brown
- Mr. David Drysdale
- Professor Fay Durrant
- Mrs. Eppie Edwards
- Ms. Stephney Ferguson
- Mrs. Barbara Gordon
- Mr. Nicholas Graham
- Dr. Sasekea Harris
- Mrs. Winsome Hudson
- Dr. Paulette Kerr
- Dr. Beverley Pereira
- Mr. Carlton Samuels
- Dr. Cherrell Shelley-Robinson
- Mrs. Claudette Solomon

#### Administrative Staff

<table>
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<tr>
<th>Ms. Carlene Jacobs</th>
<th>Ms. Angella Wilson</th>
<th>Ms. Natoyna Miller</th>
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<tr>
<td>Administrative Assistant II</td>
<td>Secretary III</td>
<td>Library Assistant III</td>
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#### Support Staff

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<tr>
<th>Mr. Barrington Jackson</th>
<th>Ms. Jeleasa Palmer</th>
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<td>Senior Office Attendant</td>
<td>Office Attendant II</td>
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#### Faculty IT Support Staff

<p>| Mr. Peter Watson |</p>
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<th>Faculty Research Interests</th>
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<td><strong>Dr. Yan Wu</strong></td>
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UNDERGRADUATE PROGRAMMES

B.A LIBRARY AND INFORMATION STUDIES

INTRODUCTION

The aim of this programme is to produce graduates capable of administering various types of library and information units in the modern information society. The courses equip students with theoretical and practical knowledge and skills that can be applied in the management of public, special and academic libraries as well as other types of libraries information units and agencies.

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 Library and 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 Library and Information Studies courses are assigned three (3) credits. Students must complete at least forty-eight (48) credits in Library and 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 libraries/information centres, ideally undertaken during summer and the submission of a written report on the experience.

In pursuing the B.A. in Library and Information Studies all students must do at least 48 credits in Library and Information Studies comprising:

Year I / Level 1:  15 Credits: LIBS1001, LIBS1002, LIBS 1201, LIBS1202, LIBS1502

Year II/ Level 2:  21 Credits: LIBS2101, LIBS2102, LIBS2201, LIBS2301, LIBS2501, LIBS2702, LIBS2801*
Year III/ Level 3: At least **12 credits** – **Three** of which must come from one of the Resources courses (LIBS3206 or LIBS3207), **three** from an Administration course (LIBS3005 or LIBS3006) and **three** from LIBS3901. An additional **three** credits can be taken from LIBS3502, LIBS3702, LIBS3801 or LIBS3604.

*Internship/Fieldwork course which is done during the summer after completion of level 2 courses. Students need to register online for this course in semester one, two and the summer session of placement.*

**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).
LIST OF UNDERGRADUATE COURSES

YEAR I/LEVEL I

Semester 1
LIBS1001 - Information and Society
LIBS1201 - Management of Information Systems
LIBS1502 – Information Technology for Information Professionals

Semester 2
LIBS1002 - Information Organization and Dissemination
LIBS1202 - Management of Information Services II

YEAR II/LEVEL II

Semester 1
LIBS2101 - Cataloguing & Classification I
LIBS2201 - Information Resources: Their Communication & Conservation
LIBS2702 – Information Architecture: Web Access and Usability

Semester 2
LIBS2102 - Cataloguing & Classification II
LIBS2301 - Research Methodology for Information Specialists
LIBS2501 - Automation in Information Work I
LIBS2801 - Internship in Library and Information Studies

YEAR III/LEVEL III

Semester 1
LIBS3006 - Caribbean School & Public Libraries: Practices and Issues
LIBS3206 - Information Resources in Selected Environments
LIBS3207 - Literature for Children & Young Adults
LIBS3502 - Technology in Libraries: Database Design and Management

Semester 2
LIBS3005 - Management of Libraries in Selected Environments
LIBS3604 - Teaching Information Literacy
LIBS3702 – Preservation Management for Library & Information Units
LIBS3801 - Records Management: Principles and Practices
LIBS3901 - Access to Information in the Caribbean
UNDERGRADUATE COURSE DESCRIPTIONS

YEAR I/LEVEL I

SEMESTER 1 (3 credits each)

LIBS1001 - INFORMATION AND SOCIETY
This course is designed to provide an understanding of information as a social phenomenon, the historical foundation of its organization, the theoretical bases of its manifestation and use. It also covers the role of agencies, industries and services that create, process, store and distribute information and the individuals and organizations that use information.
Prerequisite: None

LIBS1201 - MANAGEMENT OF INFORMATION SERVICES I
This course introduces students to the basic theories, principles and practices which guide the management of all types of libraries and information units.
Prerequisite: None

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.
Prerequisite: None

SEMESTER 2 (3 credits each)

LIBS1002 - INFORMATION ORGANIZATION AND DISSEMINATION
This course is designed to provide an understanding of the theories and practices concerned with mobilizing and disseminating information, the systems that promote this work and the role and function of the information specialist. Included are an introduction to the basic techniques and procedures in place to provide for the utilization of information.
Prerequisite: LIBS1001

LIBS1202 - MANAGEMENT OF INFORMATION SERVICES II
This course is designed to provide practical application of management principles to libraries and information units. Special attention will be given to specific management problems in the context of the socio-historical background of the Caribbean area.
Prerequisite: LIBS1201
YEAR II/LEVEL II

SEMESTER 1 (3 credits each)

LIBS2101 - CATALOGUING & CLASSIFICATION I
This course provides students with the knowledge and skills for describing the physical attributes of information bearing items to help users of a catalogue to decide whether the item being described is suitable for their needs. Students also acquire the knowledge and skills to provide appropriate headings to allow users to find information being sought when searching by known creator of a work, title and series.
Prerequisite: None

LIBS2201 - INFORMATION RESOURCES, THEIR COMMUNICATION AND CONSERVATION
The basic concepts of the reference process, which include interviewing techniques and search strategy, are covered. The communication of information and the use of reference tools within the context of information transfer are examined. Conservation of, and awareness of the physical material of printed and other information resources are briefly investigated.
Prerequisites: LIBS1001 and LIBS1002

LIBS2702 – INFORMATION ARCHITECTURE: WEB ACCESS & USABILITY
This course is designed to familiarize students with the trends in which increasing provision and use is being made of audiovisual materials in addition to print. It enables them to appreciate the growing significance of the role of audiovisual 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.
Prerequisites: LIBS1001 and LIBS1002

SEMESTER 2 (3 credits each)

LIBS2102 - CATALOGUING & CLASSIFICATION II
This part of the course provides students with the knowledge and skills for describing the subject content of information bearing items in a library catalogue. Description is done by providing subject terms and classification numbers which allow users to find information needed when searching a library catalogue by subject or a given classification number.
Prerequisites: LIBS2101

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.
Prerequisites: LIBS1001 and LIBS1002
LIBS2501 - AUTOMATION IN INFORMATION WORK I
This course provides a comprehensive study of the automation in library processes. Principles and techniques of information storage and retrieval are examined. The automation of technical support systems and the application of computers in user services and in management are dealt with in detail.
Prerequisites: LIBS1002 and LIBS1502

LIBS2801 - INTERNSHIP IN LIBRARY AND INFORMATION STUDIES
Internship is a six-week practical work experience undertaken in an approved library, archives, record management or information organization under the supervision of a librarian/information professional.
Prerequisite: Completion of level I and level II courses.

YEAR III/LEVEL III

SEMESTER I (3 credits each)

LIBS3006 – CARIBBEAN SCHOOL AND PUBLIC LIBRARIES: PRACTICE AND ISSUES
The course examines the philosophies, roles and functions of the school and public libraries in the information society generally, and specifically within the Caribbean, and some of the accompanying issues facing both types of facilities. The course will also explore the legal, social and institutional policies and factors that affect the establishment, governance and staffing of these libraries and the nature of the services they offer. Emphasis will also be placed on managing the collection, the physical facilities, the staff and the various services in both of these libraries, and the provision of services to the various groups of underserved in the society that fall within the purview of the public library. The multidimensional role of school librarians, their responsibilities and education are explored along with the need for and the nature of collaboration between school and public librarians.
Prerequisite: Passes in LIBS1201 and LIBS1202

LIBS3206 - INFORMATION RESOURCES IN SELECTED ENVIRONMENTS
This course will focus on the characteristics of Information Users in the Humanities, Social Sciences and Science and Technology.
Prerequisite: LIBS2201

LIBS3207 - LITERATURE FOR CHILDREN AND YOUNG ADULTS
This 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.
Prerequisite: None
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 resources management and systems development in 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.
*Prerequisite: LIBS2501*

LIBS3602 - INFORMATION LITERACY: CONCEPT AND PROCESS
This course explores the definition, concept and evolution of information literacy and the relationship of information to learning and libraries. It examines the nature of information and the search process, the different steps in the search process and what is required of searchers at each step of the process. The course looks at the models for information literacy and how they relate to the school curriculum. The content of the information skills curriculum for use in schools will be looked at and some of the various approaches used to impart these skills to users. Major theories regarding information-seeking behaviour will also be explored as well as strategies for cooperative lesson-planning and independent research.
*Prerequisites: None- This course is no longer offered.*

SEMESTER 2 (3 credits each)

LIBS3005 - MANAGEMENT OF LIBRARIES IN SELECTED ENVIRONMENTS
The course will focus on the essentials characteristics of the users, services, management issues and trends associated with Special Libraries and Information Centers; and University and Research Libraries. It will highlight the impact of internal and external factors on these libraries and the strategies which have been developed for efficient organization and effective service delivery. Special attention will be paid to management of these libraries in the Caribbean.
*Prerequisites: LIBS1201 and LIBS1202*

LIBS3604 - TEACHING INFORMATION LITERACY
This course will introduce students to 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 a 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.
*Prerequisite: LIBS1001.*
LIBS3702 – PRESERVATION MANAGEMENT FOR LIBRARIES & 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.
*Prerequisite: LIBS2702*

LIBS3801 - RECORDS MANAGEMENT: PRINCIPLES AND PRACTICE
This course introduces students, through theory and practice, to the different stages required to develop a records management programme. Definitions and concepts will be discussed. The techniques for implementation and the technical aspects will be outlined to ensure senior management and user buy-in for the implementation of a successful records management program.
*Prerequisite: None*

LIBS3901 - ACCESS TO INFORMATION IN THE CARIBBEAN
This research-linked course examines factors influencing access to information in the Caribbean. It looks at six factors—content, usability, connectivity, affordability, policy development and intellectual property rights. Students undertake desk research on the role of Caribbean libraries in the development of information infrastructure, library and information networks, electronic networks and in facilitating access to the Internet. Students also undertake desk research on users’ increased capacity to understand the structure of the various system interfaces, and influences on usability, including digital libraries, e-government information resources, and e-commerce facilities. The research undertaken during this course also identifies the implications for new roles for libraries and librarians.
*Prerequisite: LIBS2301*
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 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 lower second class honours degree 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 ONE (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 TWO (2) academic years to complete all required courses and ONE (1) year part-time to complete the Research Paper, making a total of 3 years.

PROGRAMME
The student will be required to read TEN (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
LIBS6101 - Management of Information Units
LIBS6301 - Bibliography and Reference Methods and Materials
LIBS6501 - Information Technology I
Electives
LIBS6901 - Trends & Issues in the Library & Information Environment
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
LIBS6703 - Archives and Records Management
LIBS6306 – Legal Information Resource Management

Summer Session I Face-to-Face
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

Summer Session 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 TEN (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  
LIBS6703 - Archives and Records Management  

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 Studies  

**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

**Summer Face-to-Face**  
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 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 exists. 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 analogical 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.

LIBS6703 ARCHIVES AND RECORDS MANAGEMENT (3 credits)
This course introduces students to principles, conceptual issues, and practical problems of managing organizational records, both paper-based and electronic. It reviews the legal, administrative, and technical environments that affect the creation, management and use of records. It discusses standards and policies that relate to organizational records and examines functional requirements for record keeping. It also identifies organizational and human factors that affect the creation and use of records. Finally, the course acquaints students with the strategies for ensuring that electronic records are captured, preserved and usable over time.

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.

PLEASE NOTE:
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.
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

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<thead>
<tr>
<th>GRADE</th>
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<tr>
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<td>90 –100</td>
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</tr>
<tr>
<td>A</td>
<td>80 - 89</td>
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<tr>
<td>A-</td>
<td>75 -79</td>
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<td>B+</td>
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<td>B</td>
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<td>B-</td>
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<tr>
<td>C+</td>
<td>55 -59</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>50 -54</td>
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<tr>
<td>F1</td>
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<td>F3</td>
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GRADE SCALES FOR POSTGRADUATES

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<tr>
<td>Low B</td>
<td>50 – 53</td>
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<td>Clear B</td>
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<td>Good B</td>
<td>58 – 59</td>
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<td>Low B+</td>
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<td>Clear B+</td>
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<td>Good B+</td>
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<td>Low A</td>
<td>70 – 75</td>
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<tr>
<td>Clear A</td>
<td>76 – 85</td>
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<tr>
<td>Brilliant A</td>
<td>86+</td>
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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)

- **LIAJA SCHOLARSHIP AWARD:**
  Awarded to student with a B+ average and who is a member of LIAJA.

UNDERGRADUATE AND POSTGRADUATE

- **DOROTHY COLLINGS PRIZE**
  Awarded to the graduating student with the best grade at undergraduate and postgraduate level.
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 2014/2015 ACADEMIC YEAR
JMD250 per annum
THE EXECUTIVE COUNCIL MEMBERS FOR 2014/2015 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Krystelle Scott</td>
<td>President</td>
<td><a href="mailto:Lilac_krysy@yahoo.com">Lilac_krysy@yahoo.com</a></td>
</tr>
<tr>
<td>Chantelle Richardson</td>
<td>Vice President</td>
<td><a href="mailto:richardson_chantelle@yahoo.com">richardson_chantelle@yahoo.com</a></td>
</tr>
<tr>
<td>Christal Lee</td>
<td>Treasurer</td>
<td><a href="mailto:Christal1910@hotmail.com">Christal1910@hotmail.com</a></td>
</tr>
<tr>
<td>Taiwo Bamikole</td>
<td>Secretary</td>
<td><a href="mailto:bamikoletaiwo@yahoo.com">bamikoletaiwo@yahoo.com</a></td>
</tr>
<tr>
<td>Kadeen Mendez</td>
<td>Public Relations</td>
<td><a href="mailto:kadalome@hotmail.com">kadalome@hotmail.com</a></td>
</tr>
</tbody>
</table>

STAFF ADVISOR FOR 2014/2015 ACADEMIC YEAR

Dr. Sasekea Harris
Librarian, Science Library
UWI, Mona
E-mail: sasekea.harris@uwimona.edu.jm
STUDENT WELFARE AND PROFESSIONAL ORIENTATION

Student Welfare

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

Professional Orientation

- **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


Book by Three Authors


Book by Four or More Authors


Government Publication


Published Proceedings of a Conference


Unpublished Dissertation

PERIODICAL PRINT PUBLICATIONS

Article in a Scholarly Journal

Article in a Newspaper

WEB PUBLICATIONS

Scholarly Journal

Periodical Publication in an Online Database
2014/2015 HIGHLIGHTS

First Year Students (with Lecturer to the right)

Second Year Students (with Lecturer to the left)

Third Year Students

Postgraduate Students
2014/2015 HIGHLIGHTS Cont’d

Workshop on New Directions in Library Services for information professionals in the Caribbean - CASTRIES, ST. LUCIA - July 7-9, 2014

2014 Graduates