

MASTER OF ARTS IN ARCHIVES AND RECORDS MANAGEMENT

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.

ADMISSION (face to face & online)

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.

DURATION

Students will complete SIX (6) core courses in the first academic year, the Practicum is to be completed during the summer months of the first academic year, they will complete THREE (3) additional courses in the second academic year and the Research Paper will be due at the end of the second academic year, making a total of 2 years.

PROGRAMME

The student will be required to read **TEN** (10) semester courses, and write a research paper of 10,000—15,000 words. A minimum of **36** credits is required.

SEMESTER I - YEAR 1 (3 credits each)

Students will be required to take **THREE** (3) Core courses as follows:
ARCM6001 - Fundamentals of Archives and Records
ARCM6004 - Records Management in the Digital Age
LIBS6106 - Management of Library & Information Units

SEMESTER II - YEAR 1 (3 credits each)

Students will be required to take **TWO** (2) core courses as follows:
ARCM6002 - Acquisition, Organization and Access of Archival Materials
ARCM6003 - Preservation of Archival Materials in Tropical Environments

SEMESTER III – SUMMER YEAR 1 (3 credits each)

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

SEMESTER I - YEAR 2 (3 credits each)

Students will be required to take **THREE** (3) additional courses as follows:
ARCM 6006 Memory and Recordkeeping in the Caribbean
ARCM 6008- Digital Curation
LIBS6501 - Information Technology 1

Electives

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

SEMESTER II - YEAR 2 (3 credits each)

LIBS6401 - Research Methods in Information Work

SEMESTER I & II - YEAR 3 (6 credits)

ARCM6009 Research Paper ((completed)

MASTER OF PHILOSOPHY IN LIBRARY AND INFORMATION STUDIES

QUALIFICATIONS FOR ADMISSION

- ◆ Graduates of any University holding the MLS, or equivalent degree, a Postgraduate Diploma in Library Studies, 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.

The Department may also require applicants to:

- ◆ Prepare and submit a proposal on an agreed research topic.
- ◆ 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: 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.

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

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 DLIS or any other comparable course in another Department.

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

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.

A full-time 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.

A full-time student shall be required to take an oral examination on the general field of study of the thesis.

Contact Us

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Updated April 2017



The University of the West Indies, Mona

FACULTY OF HUMANITIES AND EDUCATION

DEPARTMENT OF LIBRARY AND INFORMATION STUDIES



POSTGRADUATE MASTERS PROGRAMMES

- **Master of Arts in Library and Information Studies MALIS (Face-to-Face & Online)**
- **Master in Library and Information Studies MLIS Options 1 & 2 (Face-to-Face & Online)**
- **Master in Archives & Records Management MAARCM**
- **Master of Philosophy in Library and Information Studies MPhil/PhD**

MASTER OF ARTS IN LIBRARY AND INFORMATION STUDIES

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 in the BA in Library and Information Studies.
- Previous work experience in a library will be an asset but is not compulsory.

DURATION

All full-time students will take ONE (1) academic year to complete all required courses, and they are expected to take an additional academic year part-time to complete the Research Paper.

Part-time students will take TWO (2) academic years to complete all required courses and are expected to take 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, and write a research paper of 10,000—15,000 words. A minimum of **36** credits is required.

SEMESTER I - YEAR 1 (3 credits each, LIBS6901 – 4 credits)

Students will make their selection from the following courses :

CORE (Compulsory courses)

LIBS6501 - Information Technology I

LIBS6901 - Trends & Issues in the Library & Information Environment

ELECTIVES

LIBS6203 - Metadata & Resources Discovery

LIBS6801 - Copyright Issues Affecting Caribbean Libraries and Information Services

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

SEMESTER II - YEAR 1 (3 credits each)

Students will make their selection from the following courses :

CORE (Compulsory courses)

LIBS6002 - Information, Communication & Society

LIBS6003 - Information Literacy Instruction

LIBS6401 - Research in Information Work

RESOURCE COURSES: (3 credits each)

LIBS6306—Legal Information Resource Management **OR**

LIBS6307—Information Sources in the Humanities, Social Sciences & Science & Technology

ELECTIVES

LIBS6503 - Introduction to Digital Libraries

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

SEMESTER III Offered Face-to-Face and Online

Students will be required to take the following TWO core courses:

MGMT6015 - Basic Statistics

LIBS6504 - Integrated Library Systems

SEMESTER I & II - YEAR 2 (6 credits)

LIBS6899 -Research Paper (completed)

MASTER IN LIBRARY AND INFORMATION STUDIES

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.

DURATION

All full-time students will take ONE (1) academic year to complete all required courses, and if they choose to pursue Option 1, they will take an additional academic year part-time to complete the Research Paper. For those who select Option 2, they will take an additional semester to do the remaining TWO courses.

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. For those students who choose Option 2, they will take the two years plus an additional semester to complete the programme.

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 Fieldwork, 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

SEMESTER I - YEAR 1 (3 credits each, LIBS6901 – 4 credits)

Students will be required to take the following FOUR (4) core courses and LIBS6901 -Trends & Issues in the Library & Information Environment if Option 2 is selected:

LIBS6001 - Foundations of Library and Information Studies

LIBS6106 - Management of Libraries and Information Units

LIBS6301 - Bibliography and Reference Methods and Materials

LIBS6501 - Information Technology 1

ELECTIVES

LIBS6901 -Trends & Issues in the Library & Information Environment

LIBS6203 - Metadata and Resource Discovery

LIBS6801 - Copyright Issues Affecting Caribbean Libraries and Information Services

SEMESTER II - YEAR 1 (3 credits each)

Students will take THREE (3) courses which include ONE Core Course and TWO (2) Electives:

LIBS6401 - Research in Information Work

RESOURCE COURSES :

LIBS6306—Legal Information Resource Management

OR

LIBS6307—Information Sources in the Humanities, Social Sciences & Science & Technology

ELECTIVES

LIBS6003 - Information Literacy Instruction

LIBS6503 - Introduction to Digital Libraries

LIBS6306 - Legal Information Resource Management

SEMESTER III (Summer) Offered Face-to-Face and Online

Students will take the following THREE (3) core courses and MGMT6015 - Basic Statistics if Option 1 is selected:

CORE COURSES:

LIBS6201 - Catalogue Creation and Use

LIBS6202 - Subject Analysis and Indexing in Information Retrieval

LIBS6504 - Integrated Library Systems

ELECTIVE

MGMT6015 - Basic Statistics

(May be done as an additional course; not included in the 30 credits)

SEMESTER I - YEAR 2

LIBS6899 - Research Paper (6 credits) OPTION I

OR

LIBS6902 - Independent Study (3 credits) OPTION 2

Students opting for this should do LIBS6901 in Year 1 Semester 1

SEMESTER II -YEAR 2

LIBS6899 -Research Paper (6 credits) OPTION I

SEMESTER III – SUMMER YEAR 2

LIBS6904 - Practicum in Library and Information Studies

SIX (6) weeks - (3 credits)

PROFESSIONAL FIELDS

Librarians; Managers of all types of Information Units; Records Managers; Archivists; Database Managers; Web Designers & Managers; Indexers; Information Managers.