THE UNIVERSITY OF THE WEST INDIES

MONA CAMPUS

Department of Library and Information Studies (DLIS)

DEPARTMENTAL HANDBOOK
2013 – 2014

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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 new information environment and to provide leadership in managing the information needs of the Caribbean for the twenty-first century and beyond.

Introduction

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 only 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, while the Master of Arts LIS began in 1998 and is aimed at graduates with a first degree in Library and Information Studies. In 1998, the Department also introduced a Bachelor of Education (School Librarianship) which is offered jointly with the Department of Education.

In order to achieve its mission the Departmenthas developed a curriculum reflective of what is internationally recognized as the essential/core areas of library education and at the same time, it gives due recognition to the Caribbean realities. To ensure its continued relevance to the needs of the profession, the Department regularly evaluates its curriculum taking note of global trends and issuesand seeks to constantly incorporate these developments into the teaching programme. While every effort is made for students to understand trends and developments within an international context, in all its 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. In this way, the graduates are enabled to confidently meet the challenges of the ever-changing information environment in the Caribbean and the wider world.

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 - present

STAFF
Academic Staff

Dr. Paulette Kerr Head	Dr. Paulette Stewart Lecturer	Mr. Mark-Shane Scale Lecturer (On Leave)
Dr. Rosemarie Heath Lecturer	Ms. Paulette Bowen Librarian	Mrs. Kerry-Ann Rodney-Wellington (Temporary Asst. Lecturer)

Adjunct Staff

- Mr. John Aarons
- Mrs. Sonia Black
- Mr. Matthew Blake
- Mrs. Hyacinth Brown
- Mr. David Drysdale
- Prof. Fay Durrant
- Mrs. Eppie Edwards
- Ms. Stephney Ferguson

- Mrs. Barbara Gordon
- Dr. Sasekea Harris
- Ms. Winsome Hudson
- Ms. Arlene Ononaiwu
- Mrs. Beverley Pereira
- Ms. Donna Preston
- Mr. Carlton Samuels
- Dr. Cherrell Shelley-Robinson

Administrative Staff

Ms. Carlene Jacobs Administrative Assistant II	Ms. Angella Wilson Secretary III	Ms. Marcia Ford Library Assistant

Support Staff

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

Faculty IT Support Staff

Mr. Peter Watson

Faculty Research Interests

Ms. Paulette Bowen	Library Associations
Prof. Fay Durrant	E-government; Role of Institutional Repositories; Open Access; Digital Libraries in the Caribbean; Access to Information/Freedom of Information in Jamaica
Mrs. Barbara Gordon	Information Seeking Behaviour; Internet Access Services; Electronic Resources and Filtering
Dr. Rosemarie Heath	Information Literacy; School Librarianship; Library Management; Educational Leadership
Dr. Paulette Kerr	Theoretical frameworks for Information literacy; Teaching/Learning in academic libraries; Research and practice in LIS Education; Interdisciplinary reach of LIS Education; 19th Century Caribbean Social History
Mr. Carlton Samuels	Open Access; Knowledge management; Copyright; Open Access and role of Institutional Repositories
Mr. Mark Shane-Scale	Social Networking and Library Services; Cloud Computing; Jamaica Small Business & Usability Planning
Dr. Cherrell Shelley-Robinson	Children's Literature; Information Literacy; School Libraries
Dr. Paulette Stewart	Information Literacy; Media and Information Literacy; Library and Information Science Education; Library Associations; Caribbean School Library Education; Status of school libraries in the Caribbean

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 DESCRIPTIONS
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, LIBS1501
Year II/ Level 2:   **21** Credits: LIBS2101, LIBS2102, LIBS2201, LIBS2301, LIBS2501, LIBS2701, 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 LIBS3501, LIBS3701, LIBS3801 or LIBS3604.

*This is the internship course which you would do during the summer. 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'Levels.

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).

B.Ed. (SCHOOL LIBRARIANSHIP)

INTRODUCTION

This programme is intended to create a cadre of school librarians who should make a significant contribution to the delivery of quality education at the primary and secondary levels. Graduates from the programme will be dually qualified in Education and Library and Information Studies both of which are essential to function effectively in the educational setting. Knowledge of librarianship will assist professionals with the administration of the library and equip them with the ability to select and organize resources as well as guide others in their use. The education component is also necessary for effective performance in the school environment as the librarian's responsibilities include the planning, teaching and evaluation of information skills and interacting with faculty by working cooperatively with teachers to integrate the library into the curriculum. This requires proper understanding of the curriculum so as to match its various elements with resources in the library.

ADMISSION

To be eligible for admission to the programme, applicants must:

- Have satisfied the matriculation requirements of the University of the West Indies
- Have successfully completed a three-year Teachers' College Diploma at a satisfactory standard. Such applicants with the appropriate professional experience in education will be eligible for exemption from up to **30 credits** of the programme which is designed primarily for the training of school librarians.

DURATION

Since the applicants for this programme will have received an exemption of 30 credits, they should be able to complete the programme in a minimum of **two academic years** full-time.

PROGRAMME DESCRIPTION

Candidates for the degree must do **69** credits, made up of the following, at present:

Faculty Foundation Courses: (FD10A & FD12A or FD13A)	- 6 credits
Foundations of Education (including 2 level three courses)	- 9 credits
Specialization (Library and Information Studies)	- 36 credits
Electives in Education (content area)	- 12 credits
Research Linked course	- 3 credits
Fieldwork	- 3 credits
TOTAL	**- <u>69 credits</u>**

NOTE: The alternative to the research linked course is AR3XO a yearlong six credit course.
 Incoming B.Ed. (School Librarianship) students are **exempt from** UC120 **but must do** FD10A. In selecting your courses for **Year 2 & 3** you must do at least **three** Foundation of Education

Courses (**with 2 courses at level 3**). The remaining elective courses in Education must be selected from a content area.

YEAR 2 (Beginning Year)

SEMESTER I	SEMESTER II
ED20G	**ED**
LIBS1001	**ED**
LIBS1501	**LIBS2102**
LIBS2101	**LIBS1002**
LIBS3006	**LIBS2501**
FD10A (FOUND 1001)	**FD12A/13A [or an ED course]**
	LIBS2801 (Fieldwork)

Some likely choices of courses from Education: **ED20G** (compulsory); **ED20J, ED20M, ED23D, ED20C** (pre-requisite for **ED30C**).

NOTE: **ED20Y** is not compulsory since you will be doing **LIBS1501 & LIBS2501**; you can still choose **ED30Y** in the final year as **LIBS2501** will be used as the pre-requisite for doing this.

YEAR 3 (Final year)

Proposed courses of study for final year:

SEMESTER I	SEMESTER II
ED	**ED**
LIBS2201	**ED**
LIBS2701	**ED**
LIBS3207	**ED**
LIBS3501	**LIBS3701**
LIBS3602	**FD12A/13A[or an ED course]**

Some Foundation of Education Courses to choose from:
> **ED30D** (No pre-requisite),
> **ED30Y** (LIBS 2501 pre-requisite),
> **ED30M**, **ED30H, ED31D**.

Please make sure to identify where there are pre-requisites for entry into these courses and make sure you take these in the first year. In all, students will be required to do **TEN** Year 3 courses (Library Studies & Education) in order to graduate.
NB: Students might be allowed to take extra credits with the approval of the Head, DES.

Class of Degree

Please note that in determining the **class of degree** you are awarded, **48** credits are counted as follows:

Twenty Seven **(27)** credits in your specialization (Library & Information Studies). This includes all the Year 3 courses. (HUMN 3099 (AR3XO) is one such course). Students can do a research-linked course in either Library and Information Studies or Education instead of HUMN3099
The current research-linked course in Library and Information Studies is **LIBS3901.**

Six **(6)** credits for out of department courses (since you are doing DLIS and Education, these can come from both)

Nine **(9)** credits from the Foundation courses

Six **(6)** other credits—Levels 2 or 3 courses (including Education Foundation courses)

The Study

Students who gain at least a B+ average can do the research study HUMN 3099 (AR3X0). The study is a year-long course which will be undertaken in the second year of study and can relate to any topic in librarianship (although it is expected that the focus will be on school libraries). Please consult the Programme Coordinator in the Department of Library and Information Studies, for more information on this matter.

LIBS2801 - INTERNSHIP IN LIBRARY AND INFORMATION STUDIES

Supervised internship in approved libraries and other information units is a **compulsory component** of the degree programme. Degrees are awarded only after the satisfactory completion of the internship. For this programme, you are required to complete **six weeks** practical work in a library or information agency at the end of the first academic year. The Department assumes the responsibility for placing students in organized libraries, supervised by professionals. Such placements take into consideration the student's past experience, stated areas of interest and the availability of appropriate openings in the libraries or information agencies.

The Department does not assist students financially during this period of practical training and the host organizations/libraries are not required to pay stipends. Students should therefore budget for all costs consequent on fieldwork placement.

Students are expected to submit a detailed **internship report** of a satisfactory standard by the second week of the semester immediately after the summer when the fieldwork was done. It is recommended that students keep a diary of activities which will form a basis for the report as well as provide a source for ideas for their study.

LIST OF UNDERGRADUATE COURSES

YEAR I/LEVEL I

Semester 1
LIBS1001 - Information and Society
LIBS1201 - Management of Information Services I
LIBS1501 - Computer Literacy 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
LIBS2701 - Audiovisual Information Work I

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: Practice & Issues
LIBS3206 - Information Resources in Selected Environments
LIBS3207 - Literature for Children & Young Adults
LIBS3501 - Automation in Information Work II
LIBS3602 - Information Literacy: Concept and Process (Education students only)

Semester 2
LIBS3005 - Management of Libraries in Selected Environment
LIBS3604 - Teaching Information Literacy (LIS students only)
LIBS3701 - Audio-Visual Information Work II
LIBS3801 - Records Management: Principles and Practice
LIBS3901 - Access to Information in the Caribbean

<center>**UNDERGRADUATE COURSE DESCRIPTIONS**</center>

<center>**YEAR I/LEVEL I**</center>

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 – TECHNOLOGY IN LIBRARIES: DATABASE DESIGN AND MANAGEMENT

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

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

LIBS2701 - AUDIOVISUAL INFORMATION WORK I

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 LIBS1501

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 a minimum of seven (7) courses in Library and Information Studies.

YEAR III/LEVEL III

SEMESTER I (3 credits each)

LIBS3006 – CARIBBEAN SCHOOL AND PUBLIC LIBRARIES: PRACTICES 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 for non-DLIS students.***

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. **This course is for DLIS Majors ONLY.**

LIBS3701 - AUDIOVISUAL INFORMATION WORK II

This course will provide students with experience in planning, producing and presenting audiovisual materials as well as the administering of multimedia services. It shows how audiovisual media embraces a developing technology of great significance to information workers. Audiovisual productions, providing they are properly planned, produced and presented, can make a most effective contribution to information delivery and communication in the fields of management, public relations, education and training, user orientation and information retrieval.
Prerequisite: LIBS2701

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: Fulfillment of the requirements for doing a Level III course or special permission from Instructor.

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 Arts in Library and Information Studies**
> **Master in Library and Information Studies (Options 1 & 2)**

MASTER OF ARTS IN LIBRARY AND INFORMATION STUDIES (MALIS)

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.

DURATION

Full-time students will normally take TWO (2) years to complete this programme. In the first year (Aug. – May) they will complete all TEN required courses.

Students who are applying for leave to do the programme full-time may apply for only ONE calendar year since the research paper can be done part-time during the second year.

For part-time students the duration of the programme will be **THREE** (3) years since it will take **TWO** (2) academic years to complete all the required courses and **ONE** (1) year part-time only to complete the Research Paper.

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 1

In Semester One (August—December), the student will be required to take FIVE courses consisting of THREE (3) compulsory courses and TWO (2) electives as follows:

Compulsory Courses: (3 credits each)

      LIBS6501 - Information Technology I

      LIBS6901 - Trends & Issues in Library & Information Work

      MGMT6015 - Basic Statistics

Electives (3 credits each)

      LIBS6801 - Copyright Issues Affecting Caribbean Libraries and Information Services

      LIBS6203 - Metadata & Resources Discovery

      LIBS6306 - Legal Information Resources Management

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

      E.g. HIST6702 Artifacts, Museums and Archives

SEMESTER 2

In Semester TWO (January—May), the student will be required to take <u>FIVE</u> (5) courses consisting of FOUR (4) compulsory courses and <u>ONE</u> (1) elective as follows:

Compulsory Courses: (3 credits each)

      LIBS6002 - Information, Communication & Society

      LIBS6003 - Information Literacy Instruction

      LIBS6401 - Research Methods in Library and Information Studies

      LIBS6504 - Integrated Library Systems

Electives (3 credits each)

      LIBS6703 - Archives and Records Management

      LIBS6503 - Introduction to Digital Libraries

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

SEMESTERS 3 & 4

In Semester 3 students are expected to begin working on their Research Paper which should normally be handed at the end of Semester 4 (May).

      LIBS6899 - Research Paper (A research paper of between 10,000—15,000 words)

During Semesters 3 and 4 students are expected to attend at least <u>FOUR</u> (4) research seminars and to make at least <u>ONE</u> presentation based on their research.

The research seminars are designed to provide a platform for students to present and share research ideas, completed or in-progress, in a formal and collegial setting and to get feedback about their research.

MASTER IN LIBRARY AND INFORMATION STUDIES (MLIS)

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.

PROGRAMME OPTIONS

Students are offered two options for finishing the degree after the completion of the TEN required courses for Semesters 1 and 2.

Option 1 requires students to do the TEN (10) courses and then write a research paper while **Option 2** requires students to do the TEN (10) required courses and TWO (2) additional courses in the third semester. One of the courses must be an independent study.

All students do the same set of courses for the first two semesters (if full-time), and the first four semesters (if part-time) after which they will choose to follow one of the two options. This will affect the length of the programme overall.

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. For those who select Option 2, they will take an additional semester (Aug. – Dec.) to do the remaining TWO courses.

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

PROGRAMME – OPTION 1

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 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 1

In the first semester (August—December), student will be required to take the following <u>FIVE</u> courses:

Compulsory Courses: (3 credits each)
LIBS6001 - Foundations of Library and Information Studies
LIBS6101 - Management of Information Units
LIBS6201 – Catalogue Creation and Use
LIBS6301 - Bibliography and Reference Methods and Materials
LIBS6501 - Information Technology I

SEMESTER II

During the next semester (January—May), the student will take FIVE (5) courses which include THREE (3) compulsory courses and TWO (2) electives.

Compulsory Courses: (3 credits each)
LIBS6202 - Subject Analysis and Indexing in InformationRetrieval
LIBS6401 - Research Methods in Library and Information Studies
LIBS6504 - Integrated Library Systems

Electives Courses: (3 credits each)

LIBS6103	Management of Special Libraries and Information Centres
LIBS6302	Information Resources in Science and Technology *(alternate years)*
LIBS6304	Information Resources in the Social Sciences *(alternate years)*
LIBS6305	Contemporary Literature for Children and Young Adults
LIBS6503	Introduction to Digital Libraries
LIBS6703	Archives and Records Management

SUMMER

During the ensuing summer (June-August) students will be attached to an approved library for <u>SIX</u> (6) weeks to undertake fieldwork (3 credits).

LIBS6904   Practicum in Library and Information Studies

SEMESTERS 3 AND 4

In Semester 3 students are expected to begin working on their Research Paper which

should normally be handed at the end of Semester 4 in May.

LIBS6899 - Research Paper (of between 10,000—15,000 words)

During Semesters 3 and 4 students are expected to attend at least <u>FOUR</u> (4) research seminars and to make at least <u>ONE</u> presentation based on their research.

The research seminars are designed to provide a platform for students to present research ideas, completed or in-progress, in a formal and collegial setting and to get feedback about their research.

Students who have previously completed the Diploma in Library Studies and who have demonstrated academic growth will be assessed by the Department and may be required to do additional courses before proceeding to do the research paper.

NOTE: Students who have read a Research Methodology course before, may, with the approval of the Head of Department, take another course chosen from the electives listed below.

MASTER IN LIBRARY AND INFORMATION STUDIES - OPTION 2

Students will follow the same programme as those in Option 1, including Fieldwork, until the third Semester for full-time students and the fifth semester for part-time students.

DURATION
For full-time students choosing this Option, they will take the first TWO semesters to do the TEN required courses, then they will need only ONE (1) more semester to complete TWO (2) additional courses, making a total of THREE semesters.

Part-time students within this Option will take <u>TWO</u> (2) academic years and ONE semester to complete all courses.

The Additional Courses for this Option are as follows:

LIBS6901   Trends and Issues in Library and Information Environment
LIBS6902   Independent Study - an extended essay/concept paper of 5,000 -8,000
                words on a subject previously approved by the Department.

In order to graduate, students in this Option are required to obtain a total of **39** credits consisting of:

Twelve 3-credit courses	36 credits
Six weeks practicum (fieldwork)	3 credits

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, 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.

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 (FULL-TIME)

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 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 THE POSTGRADUATE SEMINARS ARRANGED BY THE STAFF OF THE DEPARTMENT DURING THE ACADEMIC YEAR.

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 Upgrading Seminar.

POSTGRADUATE COURSE DESCRIPTIONS

SEMESTER I

LIBS6001 (LS60A)—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.

The course is designed to include six (6) hours of laboratory sessions for students to gain basic information literacy that will facilitate efficient searching for information as well as the effective evaluation and use of the same. These sessions will also be used to familiarize students with library jargon and specialized reference sources in the field of library and information science, such as abstracts, indexes, state-of-the-art reviews, encyclopaedias, and handbooks.

LIBS6003 INFORMATION LITERACY INSTRUCTION (3 credits)
This course is aimed at introducing students to learning theories and the pedagogical and anagogical 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

LIBS6101 MANAGEMENT OF 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. Emphasis is placed upon the importance of the user as the basis for management activity and on the strategic planning and marketing process.

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.

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.

LIBS6501 INFORMATION TECHNOLOGY I (3 credits)

This course provides anintroductionto 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.

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.

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.

SEMESTER II

LIBS6002 (LS60B)—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.

LIBS6102 MANAGEMENT OF UNIVERSITY AND RESEARCH LIBRARIES (3 credits)

This course deals with the management of academic and research libraries. Issues include management in an era of constraints and in the context of technological change. It provides opportunities for the student to develop investigative skills and enhance his potential administrative role.

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.

LIBS6104 MANAGEMENT OF PUBLIC LIBRARY SERVICES (3 credits)

This course presents an overview of the historical development of the public library and examines in depth the public library's social, informational, recreational and national developmental roles. The public library's environments, constituencies and governance are explored. The philosophy, practice of planning and evaluating the impact of the public library are also studied.The similarities and differences between national and public libraries will be studied and select trends and issues in public library services and management with special reference to the Caribbean will be examined.

LIBS6105 MANAGEMENT OF SCHOOL LIBRARIES AND LEARNING RESOURCE CENTRES (3 credits)

This course introduces the student to the modern concept of the school library/Learning Resource Centre its role and functions in the educational institution. The education, role and responsibilities of the school librarian are examined and emphasis is placed on strategies for effectively managing the various programme components—resources, staff, physical facilities, finances and service. The integration of the school library/LRC into the curriculum is also emphasized.

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.

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.

LIBS6305 CONTEMPORARY LITERATURE FOR CHILDREN AND YOUNG ADULTS (3 credits)

This course gives an introduction to the wide variety of multimedia materials currently available for young people. The different categories of the literature are identified along with the criteria for their selection and the techniques for using them with children and young adults. The characteristics, interests and developmental needs of young people and how these affect their responses to literature are discussed, as well as the trends and issues in the field.

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, are 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.

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.

LIBS6603 MULTIMEDIA LIBRARIANSHIP (3 credits)

This course introduces the concept of multimedia and explores its importance to and influence on "communication of information". It familiarizes students with a trend in which increasing provision and use is being made of multimedia technology for the generation, storage and dissemination of information. It provides an overview of the various formats in which information is packaged with special emphasis on computer multimedia technology. Attention is paid to the evaluation, acquisition, bibliographic control and management of these materials as well as to the planning, production and delivery of multimedia presentations. ***Not offered 2012/13****.*

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.

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.

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.

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
Bare Pass	40 – 43	1
Clear C	44 – 47	2
Good C	48 – 49	3
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

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)

➢ **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 2012/2013 ACADEMIC YEAR
JMD250 per annum

PROGRAMMES FOR 2012/2013 ACADEMIC YEAR
Semester I
1. "Dress for Success" Session
2. Create a poster for DLIS 40th Anniversary Conference
3. Field trip to UWI Archives
4. Fundraiser: 1 Cake Sale

Semester II
5. Adopt a Library Outreach Programme: Book Drive for a Select Library
6. Presentation on "Trends & Issues in Library & Information Studies"
7. How to Prepare for an Interview

THE EXECUTIVE COUNCIL MEMBERS FOR 2012/2013 ACADEMIC YEAR

NAME	POSITION	ADDRESS
Avis Holder	President	avisholder@live.com
Asha Moncrieffe	Vice President	asha_moncrieffe@yahoo.com
Keleisha Williams	Treasurer	keleishawilliams@yahoo.com
Tracy-Ann Ricketts	Secretary	traceyann.ricketts@yahoo.com
Kerisha Barr	Asst. Secretary	kerishabarr1@yahoo.com
Demar Cornwall	Public Relations	demar.cornwall02@gmail.com

STAFF ADVISOR FOR 2012/2013 ACADEMIC YEAR
Sasekea Harris (Dr.)
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

➢ **DLIS Student Council**

- Avenue of discussing students matters with DLIS Staff

Professional Orientation

➢ **Office of Student Services**

- Quality Leadership Programme

- Mentorship Programme

➢ **DLIS Teaching Approaches**

- Fieldwork/Internship; Group Work;

- Class Presentations; and Emphasis on

- Image Marketing

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.

STUDENT GROUPS

PUBLIC LECTURES

*Prof. Jeannette Bastian, Associate Dean and Director, Graduate School of Library and Information Science, Simmons College, Boston, USA presenting at the Professor **Emerita** Daphne Douglas' Lecture, **"Local, Global, Virtual and for All: Information Technologies and Services Impacting Communities"** held on **October 3, 2013 at 5:30pm.***

Public Forum** on **"Achieving Media and Information Literacy: The Challenge to the Education System"** presented by Dr. Cherrell Shelley-Robinson, Adjunct Lecturer, DLIS, UWI**, **Discussant: Mrs. Sheena Johnson Brown**, Lecturer, Communication Arts and Technology, UTECH, Jamaica held on **March 21, 2013 at 5:30pm

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

Technical Crescent

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

LIBRARY ROAD