

Diploma in Library and Information Science (Part-Time) - SH220

1. Objectives

The Diploma in Library and Information Science programme aims to prepare students for professional work in librarianship. The training will enable suitable qualified candidates to eventually move up to the post of library officer.

The programme is designed to:

- provide knowledge of the Library field;
- develop skills in the practice of library and information work;
- develop management and planning abilities in the running of small and medium libraries;
- be the first step to further studies at degree level and beyond either locally or abroad.

2. General Entry Requirements

In accordance with University regulations for admission to a Diploma programme.

3. Programme Requirements

2 'A' level passes plus 5 credits including English at SC/GCE 'O' level.

Experience in the library field. The experience criterion does not apply to candidates who join in as school leavers.

4. Programme Duration

	Normal (Years)	Maximum (Years)
Diploma (Part-Time):	2	5

5. Minimum Credits Required for Diploma Award: 66

Breakdown as follows:

Credits from		
Core Modules (including Placement)	Dissertation	Total
60	6	66

6. Credits per Year

Minimum 18 credits, Maximum 42 credits, subject to regulation 4 above.

7. Assessment

Each module will be assessed over 100 marks with details as follows (unless otherwise specified):

Assessment will be based on a written examination of 3-hour duration for modules carrying six credits and normally a paper of 2 hour duration for modules carrying less or equal to three credits, and on continuous assessment done during the semester or year.

Written examinations for all modules, will be carried out at the end of the academic year except for GEMs and some semester modules (unless otherwise stated). Relevant information will be provided to the students prior to delivery of the modules.

The continuous assessment will count for 10-40% of the overall percentage mark of the module, except for a module where the structure makes for other specific provision(s).

Continuous assessment may be based on laboratory work, seminars and/or assignments and should include at least 1 class test.

A minimum of at least 30% should be attained in each of continuous assessment and written examination, with an overall total of 40% for a candidate to pass a module.

Special examinations (e.g. class tests) will be arranged at the end of semester 1 or semester 2 for exchange students who have registered only for one semester. In case of yearly modules, credits will be assigned on a pro-rata basis.

8. Submission Deadline for Dissertation

Final copy: To be specified by the department.

9. Repeat and Termination of Registration

If the CPA of a student is < 40 for an academic year, s/he will have to repeat the entire academic year, and retake modules as and when offered. However, s/he will not be required, if s/he wishes, to retake module(s) for which **Grade C** or above has been obtained.

Students will be allowed to repeat **only once** over the entire duration of the programme of studies.

Registration of a student will be terminated if

- (i) the CPA < 40 at the end of an academic year and the student has already repeated one year of study; or
- (ii) the maximum duration allowed for completion of the Programme of Studies has been exceeded.

10. Modules of Special Nature

A student can take a maximum of 9 credits of Self-Study Subjects and Independent Study, subject to approval of the Department.

11. List of Modules

Code	Module Name	Hrs/Wk	Credits
<u>CORE</u>		L+P	
LIB 1001Y(1)	Cataloguing and Bibliographical Control	3+0	6
LIB 1002Y(1)	Classification	3+0	6
LIB 1003Y(1)	History and Development of Libraries	3+0	6
CSE 1015Y(1)	Computer Fundamentals and Applications	2+2	6
ENG 1010Y(1)	English Language Practice	3+0 (Alt)	3
STAT 1005Y(1)	Statistics & Research Methods in Librarianship	3+0 (Alt)	3
LIB 1004Y(1)	Library Placement I (during vacation)	1 week/30 hrs	1½
LIB 2001Y(3)	Bibliography and Reference Work	3+0 (Alt)	3
LIB 2002Y(3)	Information Science	3+0	6
LIB 2003Y(3)	Library and Information Services Management	3+0	6
LIB 2004Y(3)	Records and Archives Management	3+0	6
LIB 2005Y(3)	User Services and Documentation	3+0	6
LIB 2006Y(3)	Library Placement II (during vacation)	1 week/30 hrs	1½
LIB 2000Y(3)	Dissertation	-	6

12. Programme Plan

YEAR 1

Code CORE	Module Name	Hrs/Wk L+P	Credits
LIB 1001Y(1)	Cataloguing and Bibliographical Control	3+0	6
LIB 1002Y(1)	Classification	3+0	6
LIB 1003Y(1)	History and Development of Libraries	3+0	6
CSE 1015Y(1)	Computer Fundamentals and Applications	2+2	6
ENG 1010Y(1)	English Language Practice	3+0(Alt)	3
STAT 1005Y(1)	Statistics & Research Methods in Librarianship	3+0(Alt)	3
LIB 1004Y(1)	Library Placement I (during vacation)	1 week/30 hrs	1½

YEAR 2

Code CORE	Module Name	Hrs/Wk L+P	Credits
LIB 2001Y(3)	Bibliography and Reference Work	3+0 (Alt)	3
LIB 2002Y(3)	Information Science	3+0	6
LIB 2003Y(3)	Library and Information Services Management	3+0	6
LIB 2004Y(3)	Records and Archives Management	3+0	6
LIB 2005Y(3)	User Services and Documentation	3+0	6
LIB 2006Y(3)	Library Placement II (during vacation)	1 week/30 hrs	1½
LIB 2000Y(3)	Dissertation	-	6

13. Outline Syllabus

CSE 1015Y(1) - COMPUTER FUNDAMENTALS AND APPLICATIONS

Introduction to computers, Evolution of computers, Computer Hardware & Software, Input / Output Devices and Storage, Introduction to System Analysis and Design, Organisation of Data, Data Communication and Networks (LAN and WAN), Internet (uses and applications), Impact of Computer on Society, Future of Computing, Hands on practical involving office packages such as word processor, Excel sheets, Powerpoint, Access, E-mails, Introduction to Database Management Systems and Human Computer Interface Design, Introduction to Web Based Concepts (HTML) and Applications (Dream weaver).

ENG 1010Y(1) - ENGLISH LANGUAGE PRACTICE

The ultimate objective of this module is to provide a set of necessary tools that would enable students to tackle language-related problems, both orally and in writing. Topics will cover: Language proficiency – written English and its application in essay writing and précis writing. Conventions of academic writing. Mechanisms and workings of oral language. Practical applications of paralinguistic features and non-verbal aspects. Job-oriented tasks (English-in-context works). Formal correspondence (letters, memos, reports, etc.) and critical book reading, analysis and reviewing.

LIB 1001Y(1) - CATALOGUING AND BIBLIOGRAPHICAL CONTROL

The overall aim is to provide students with a sound knowledge and understanding of the subject to catalogue a wide variety of items. Topics will cover: Need, purpose, types and physical forms of catalogue. Kinds of entries and their function. Development of cataloguing codes, comparative study of classified catalogue code with additional rules for dictionary catalogue and AACR II. Layout and rules for compiling catalogue. Subject indexing, limited cataloguing, adjunct to catalogue. The practical aspect will cover: One, two and three authors work. More than three author work. Edited work. Multivolume work. Pseudonymous work. Corporate body.

LIB 1002Y(1) - CLASSIFICATION

Library Classification is a necessary and helpful device which helps in automatic and systematic arrangement of documents, bringing all books of specific as well as related subjects at one place on the shelves. No library can function effectively without an efficient library classification system. Topics will cover: Basic concepts. General Major Classification Schemes. Dewey Decimal Classification schemes. Special Classification Schemes. Organisation of Knowledge in Libraries. Normative principles. Canons. Fundamental Categories. Changing Dimensions. E-Classification. The Practical aspect will cover the latest edition of Dewey Decimal Classification.

LIB 1003Y(1) - HISTORY AND DEVELOPMENT OF LIBRARIES

The history of libraries and librarianship from the ancient times to the present will be the main focus of this module. Emphasis will be laid on broad trends and patterns of development in Librarianship. The aim of this module is to introduce students to library science as a profession and to its role and functions in the dissemination of information in the field of education, culture and national development. Topics will also cover: The different types of libraries in Mauritius and the historical context of library aims, philosophies and structure and their validity in the light of future development. Political and social attitudes towards public spending on education and leisure and their impact on libraries. The role of associations in the promotion of librarianship.

LIB 1004Y(1) - LIBRARY PLACEMENT I

Suitable attachment will be arranged in academic, public, and special libraries. This one-week training will enhance and consolidate theoretical learning with practical work experience in different types of library settings. Each student will be required to submit a written report on all aspects of the training. Topics will cover: Technical work processes and routines in the acquisition. Cataloguing. Circulation sections.

LIB 2000Y(3) - DISSERTATION

At the end of the second year of the programme, students are required to submit a dissertation of 6,000 – 8,000 words under the guidance of their dissertation supervisor.

LIB 2001Y(3) - BIBLIOGRAPHY AND REFERENCE WORK

This is a module which aims at giving the students an understanding of the various types of bibliographies and their methods of compilation as well as a general overview of library reference work. Topics will cover: Nature and scope of bibliographies. Compilation, arrangement and evaluation of bibliographies. Current and retrospective bibliographies. National bibliographies. Subject and trade bibliographies. Introduction to reference work. The reference interview. Basic reference materials and their evaluation. Reference guides.

LIB 2002Y(3) - INFORMATION SCIENCE

The overall objective of the module is to impart the necessary knowledge and skills in information handling techniques and information organisation in libraries and information organisations. Topics will cover: Information - definition, characteristics & its uses. Libraries & information agencies in the communication circuit and ICT & information services. Information-storage media, the Internet & web-based information. Information explosion, Information overload, Information literacy. The emergence of Information Science, Information Science and related disciplines, Nature of the library and information profession. Information sources - primary, secondary & tertiary sources, and their evaluation. User's needs and analysis, User studies and information-seeking behaviour. Representation & organisation of information. Basic functions of Information Storage and Retrieval System (IRS). Indexing Systems: pre-coordinate and post-coordinate indexing systems. Retrieval approaches - retrieval by searching / browsing, search strategy, Boolean operators, online-searching, online databases, OPAC. Ethics and the information society - concepts & principles for the information professions in the global information society, the ALA Code of ethics, Copyright & issues relating to Libraries and Information Organizations. Electronic library & services, Library automation, Introduction to digital library. Evaluation of information service, the need to evaluate, forms of evaluation.

LIB 2003Y(3) - LIBRARY AND INFORMATION SERVICES MANAGEMENT

This module focuses on the theories, techniques, policy and organisational issues related to the management of library and information service centres. Other topics include the library as a system, organisational structure, functional levels, decision making, planning, organising, leading and control, empowerment. Human resources: recruitment, development, performance appraisal; collection management: policies, selection criteria, stock control; library finance and budgets.

LIB 2004Y(3) - RECORDS AND ARCHIVES MANAGEMENT

The aim of the module is for students to know the principles of Records Management & Archives Administration, the theoretical and the practical aspects as well. Topics will cover: Records and Records Management. Appraisal of records. Archives Administration. Acquisition. Accessioning. Description. Arrangement. Conservation. Access and reference Service. Outreach Programme. Archival Law.

Students will be required to visit the National Archives of Mauritius to familiarise themselves with the practical aspects of activities carried out in the institution. They will be given a practical test involving research work to be carried out in the National Archives of Mauritius.

LIB 2005Y(3) - USER SERVICES AND DOCUMENTATION WORK

The overall aim is to provide an understanding of the nature and purpose of the various library user services and information activities in order to be more proactive in their response to the existing as well as anticipated information needs of their clients. Topics will cover: Definition and scope of user services.

Library orientation. Library guides. User education. Library regulations. Collection development and acquisition. Circulation services. Reference services. Reprographic services – issue of copyright. Nature and purpose of documentation work and activities. User surveys. Current awareness Services. Selective dissemination of information services. Library cooperation. Library and information networks. Library marketing. Public relations for libraries.

LIB 2006Y(3) - LIBRARY PLACEMENT II

Suitable attachment will be arranged in academic, public, and special libraries. This second week training will enhance and consolidate theoretical learning with practical work experience in different type of library settings. Each student will be required to submit a written report on all aspects of the training. Topics will cover technical work processes and routines associated with serials control, library maintenance and preservation of library materials (e.g. shelving, shelf-reading, stock taking, identify materials for repairs and binding, etc.).

STAT 1005Y(1) - STATISTICS & RESEARCH METHODS IN LIBRARIANSHIP

The overarching aim of this module is to provide knowledge of some basic concepts and methods in Statistics reflecting the growing importance of statistical techniques in Library and Information Science.

Topics will cover: Introduction to Statistics. Data comparisons in the library environment. Presenting numerical data in tables, charts & graphs. Measures of location. Measures of variability. Time series, seasonality & indexing. Correlation and regression analysis. Data collection & sampling.