

# PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

NAME \_\_\_\_\_ ID# \_\_\_\_\_ ADVISOR \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ PHONE (CELL) \_\_\_\_\_

EMAIL \_\_\_\_\_

PRESENT CAREER GOALS \_\_\_\_\_ FIRST REGISTERED \_\_\_\_\_

## MSLIS PROGRAM REQUIRED COURSES

## SEMESTER TAKEN

## DEGREE

1. LIS 510 Introduction to Library & Information Science \_\_\_\_\_
2. LIS 511 Information Sources & Services \_\_\_\_\_
3. LIS 512 Introduction to Knowledge Organizations \_\_\_\_\_
4. LIS 514 Introduction to Research in LIS \_\_\_\_\_
5. LIS 690 Internship (3 credits) \_\_\_\_\_

## CERTIFICATE

## ELECTIVES

## CONCENTRATION

6. LIS \_\_\_\_\_
7. LIS \_\_\_\_\_
8. LIS \_\_\_\_\_
9. LIS \_\_\_\_\_
10. LIS \_\_\_\_\_
11. LIS \_\_\_\_\_
12. LIS \_\_\_\_\_

Management Elective (choose one):

LIS 513, 622, 713, 741, 745, 747, 749

## **CERTIFICATE PROGRAM IN ARCHIVES AND RECORDS MANAGEMENT**

For the Certificate in Archives and Record Management, whether taken as an LIU Post Master's Certificate or as part of an MLIS degree, the following courses are required: (totaling 18 credits)

LIS 520	Records Management
LIS 714	Archives and Manuscripts
LIS 690	Internship in an Archives or Records Management setting

Students must choose an additional three courses from the electives named below. Occasionally offered Special Topics classes may also meet a requirement.

LIS 611	Film and Media Collections
LIS 657	Introduction to Preservation
LIS 705	Principles and Practices in Archival Description: EAD/DACS
LIS 706	Digital Preservation
LIS 713	Rare Books and Special Collections
LIS 716	Audio Preservation
LIS 721	Appraisal of Archives and Manuscripts
LIS 722	Electronic Records
LIS 755	Information Technologies and Society
LIS 763	Metadata: Description and Access

Special Topics and WISE classes may be approved for Certificate elective credit on a case-by-case basis.

## **SPECIAL COLLECTIONS CONCENTRATION**

A student will be expected to complete four courses for this concentration (12 credits): LIS 713 ( Rare Books and Special Collections Librarianship) and a history of the book class—either LIS 658 (History of the Book), or one of several other historically oriented classes that meet this history of the book requirement. Check with the program coordinator about eligible history-of-the-book courses, either in the Palmer program or at various Rare Book Schools with which we have special arrangements. In addition, students should select two pertinent elective courses from the list below:

LIS 657	Introduction to Preservation
LIS 714	Archives and Manuscripts
LIS 763	Metadata: Description and Access
LIS 519	Great Collections of NYC
LIS 652	Exhibitions and Catalogs in the Library
Special Topic	Rare Book Cataloging
Special Topic	Collecting and Managing Ephemera; Artists' Books (offered occasionally; both count as a history of the book)

Courses in web design and digital libraries are strongly recommended even though they do not count toward the concentration per se.

*Upon graduation, students who complete these requirements will receive a letter from the Dean and Coordinator of the concentration acknowledging their achievement; this letter should be requested from the Coordinator, Fernando Peña.*