### PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

**NAME ________________________________________________ ID# ______________________________________ ADVISOR ____________________**

**ADDRESS ____________________________________________ CITY _____________________________________ STATE ______________ ZIP ________**

**PHONE (Cell) __________________________________________ EMAIL______________________________________________________________**

**PRESENT CAREER GOALS ________________________________________________________TERM FIRST REGISTERED _____________________________**

#### MSLIS PROGRAM REQUIRED COURSE

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<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Degree</th>
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<tr>
<td>1. LIS 510 Introduction to Library &amp; Information Science</td>
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<td>2. LIS 511 Information Sources &amp; Services</td>
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<td>3. LIS 512 Introduction to Knowledge Organizations</td>
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<td>4. LIS 514 Introduction to Research in LIS</td>
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<td>5. LIS 690 Internship (3 credits)</td>
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6. Management Elective (choose one): LIS 513, 622, 713, 714, 741, 745, 747, 749 ________________

**CERTIFICATE**

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<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Concentration</th>
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<td>7. LIS __________________________________________________________________________</td>
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**ELECTIVES**

[Suggested courses for specializations](#)
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 MSLIS 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 following list of electives. 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 Librarianship**
- LIS 716  Audio Preservation
- LIS 721  Appraisal of Archives and Manuscripts
- LIS 722  Electronic Records
- LIS 755  Information Technologies and Society
- LIS 763  Metadata for Digital Libraries**
- LIS 901  Institute on Maps Collections**

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

CONCENTRATION IN RARE BOOKS AND SPECIAL COLLECTIONS

The Palmer School offers a specialization in Rare Books and Special Collections as part of the American Library Association-accredited MSLIS in Library and Information Science program. The program is designed for students intending to pursue careers in research institutions and the book trade. Students develop proficiency in rare book curatorship, archival techniques, book history, rare book cataloging, preservation, and exhibition planning. They become acquainted with major rare book collections through field trips and internships, and they will have opportunities to meet experts in this area. Specialized courses in book history are offered, and courses relevant to this specialization may also be selected from the Palmer School’s Certificate in Archives and Records Management program.

A total of four courses are required (12 credits) but students must take:

- LIS 713  Rare Books and Special Collections Librarianship**
- LIS 658  History of the Book (or one of several other historically oriented courses that meet the history of the book requirement. Those are noted below.)

Plus any two electives from the list of recommended classes below:

- LIS 519  Great Collections of New York City
- LIS 616  Contemporary Artists’ Books (counts as history of the book)
- LIS 652  Exhibitions and Catalogs: Library Meets Museum
- LIS 657  Introduction to Preservation**
- LIS 709  Rare Book Cataloging and Descriptive Bibliography (counts as history of the book)
- LIS 714  Archives and Manuscripts**
- LIS 763  Metadata for Digital Libraries**
- LIS 901  Collecting and Managing Ephemera
- LIS 901  Institute on Map Collections (counts as history of the book)**

**These courses meet requirements for both the Certificate in Archives and Records Management and the Special Collections Concentration