

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**

**SEMESTER TAKEN**

1. LIS 510 Introduction to Library & Information Science \_\_\_\_\_

**DEGREE** \_\_\_\_\_

2. LIS 511 Information Sources & Services \_\_\_\_\_

3. LIS 512 Introduction to Knowledge Organizations \_\_\_\_\_

**CERTIFICATE** \_\_\_\_\_

4. LIS 514 Introduction to Research in LIS \_\_\_\_\_

5. LIS 690 Internship (3 credits)

6. Management Elective (choose one): LIS 513, 622, 713, 741, 745, 747, 749 \_\_\_\_\_

**CONCENTRATION** \_\_\_\_\_

**ELECTIVES**

[Suggested courses for specializations](#)

7. LIS \_\_\_\_\_

8. LIS \_\_\_\_\_

9. LIS \_\_\_\_\_

10. LIS \_\_\_\_\_

11. LIS \_\_\_\_\_

12. LIS \_\_\_\_\_

## **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 714 Archives and Manuscripts\*\*
- LIS 763 Metadata for Digital Libraries\*\*
- LIS 901 Collecting and Managing Ephemera
- LIS 901 Rare Book Cataloging and Descriptive Bibliography (counts as history of the book)
- 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***