

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 \_\_\_\_\_
- 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) \_\_\_\_\_

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

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

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

**ELECTIVES**

[Suggested courses for areas of study](#)

6. Required Management Elective (choose one): LIS 513, 622, 713, 714, 741, 744 \_\_\_\_\_

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 529 Map Collections\*\*
- 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 Digital Records
- LIS 755 Information Technologies and Society
- LIS 763 Metadata for Digital Libraries

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

## **RARE BOOKS AND SPECIAL COLLECTIONS**

The Palmer School offers an area of study 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. *Completion of at least four courses is suggested (12 credits)*

## **HIGHLY RECOMMENDED:**

- 658 – History of the Book (or one of several other historically oriented classes that meets the history of the book requirement)
- 713 – Rare Book and Special Collections Librarianship\*\*

## **RECOMMENDED:** (select any two electives from the list below)

- 519 – Great Collections of New York City (counts as history of the book)
- 529 – Map Collections (counts as history of the book)\*\*
- 652– Exhibitions and Catalogs: Library Meets Museum (counts as history of the book)
- 657 – Introduction to Preservation\*\*
- 709– Rare Book Cataloguing and Descriptive Bibliography (counts as history of the book)
- 714 – Archives & Manuscripts\*\*
- 901– Collecting and Managing Ephemera (counts as history of the book)

**\*\*These courses meet requirements for the Certificate in Archives and Records Management and are suggested courses for the Special Collections area of study.**