DUAL DEGREE ADVISING SHEET

NAME ____________________________________________ ID# ________________________________

ADDRESS ______________________________________ CITY ______________________________ STATE ___________ ZIP _________

PHONE (HOME) ____________________________ PHONE (CELL) __________________________

EMAIL ____________________________ ; Secondary email __________________________________________

Please print! firstname.lastname@my.liu.edu

SEMESTER FIRST REGISTERED ____________________________________________

<table>
<thead>
<tr>
<th>MLIS PROGRAM REQUIRED COURSES (16 CREDITS)</th>
<th>SEMESTER TAKEN</th>
<th>DEGREE : MSLIS</th>
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<tbody>
<tr>
<td>LIS 510 Introduction to Library &amp; Information Science</td>
<td>___________</td>
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<td>LIS 511 Information Sources &amp; Services</td>
<td>___________</td>
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<td>LIS 512 Introduction to Knowledge Organization</td>
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<td>LIS 514 Introduction to Research in LIS</td>
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<td>LIS 785 Mentorship (4 credits; students must register for this course in the first semester)</td>
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ELECTIVES (12 credits)

6. Strongly suggested: LIS 516 Collection Development ___________

7. Strongly suggested: LIS 606 Information Literacy and Library Instruction ___________

8. LIS __________________________________________________________________________ ___________

9. LIS __________________________________________________________________________ ___________

Transfer of 8 credits from NYU to Palmer: _____________ (date)

Transfer of 8 Palmer credits to NYU: _______________ (date)
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.

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 529  Map Collections**
- LIS 652  Exhibitions and Catalogs: Library Meets Museum
- LIS 657  Introduction to Preservation**
- LIS 709  Rare Book Cataloging and Descriptive Bibliography (counts as a history of the book)
- LIS 714  Archives and Manuscripts**
- LIS 901  Collecting and Managing Ephemera

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