

Indiana University Bulletin

Graduate Library School

Bloomington Campus 1979/80



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INDIANA UNIVERSITY BULLETIN

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CALENDAR, BLOOMINGTON CAMPUS

The calendar as printed is subject to change. Check the *Schedule of Classes* for official calendar.

First Semester	1978-79	1979-80
Registration and counseling	Aug. 23, 24, 25, 26; W, R, F, S	Aug. 29, 30, 31, Sept. 1, W, R, F, S
Classes begin	Aug. 29, M, 7:30 a.m.	Sept. 3, M, 7:30 a.m.
Labor Day	Sept. 4, M, classes meet	Sept. 3, M, classes meet
Thanksgiving recess begins (after last class)	Nov. 21, T	Nov. 21, W
Classes resume	Nov. 27, M	Nov. 26, M
Classes end	Dec. 13, W	Dec. 19, W
Departmental exams begin	Dec. 14, R	Dec. 20, R
Departmental exams end	Dec. 16, S	Dec. 22, S
Second Semester		
Registration and counseling	Jan. 3, 4, 5, 6; W, R, F, S	Jan. 9, 10, 11, 12; W, R, F, S
Classes begin	Jan. 8, M	Jan. 14, M
Spring recess begins (after last class)	Mar. 24, S	Mar. 22, S
Classes resume	Apr. 2, M	Mar. 31, M
Founders Day ¹	Apr. 18, W ¹	Apr. 16, W ¹
Classes end	Apr. 27, F	May 2, F
Departmental exams begin	Apr. 28, S	May 3, S
Departmental exams end	May 1, T	May 5, T
Summer Sessions 1979		
First Summer Session (6 weeks)	Advising May 4, F	Second Summer Session (8 weeks)
Advising	May 4, F	Advising June 19, T
Registration	May 4, F	Registration June 19, T
Classes begin	May 5, S	Classes begin June 20, W
Memorial Day recess	May 28, M	Independence Day July 4, W
Classes end	June 13, W	Classes end Aug. 10, F
<i>Intensive Session I</i>		<i>Intensive Session III²</i>
Registration	May 4, F	Registration June 19, T
Classes begin	May 5, S	Classes begin June 20, W
Classes end	May 22, T	Independence Day July 4, W
		recess
		Classes end July 6, F
<i>Intensive Session II³</i>		<i>Intensive Session IV²</i>
Registration	May 29, T	Registration July 9, M
Classes begin	May 30, W	Classes begin July 10, T
Classes end	June 13, W	Classes end July 25, W
		<i>Intensive Session V³</i>
		Registration July 26, R
		Classes begin July 27, F
		Classes end Aug. 10, F

¹9:30, 10:30, 11:30, and 12:30 classes do not meet.

²One Saturday class meeting in this session.

³Two Saturday class meetings in this session.

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GRADUATE LIBRARY SCHOOL

Today's tremendous expansion of knowledge is characterized by a great variety of media through which knowledge is recorded and disseminated. In the past, libraries have been concerned primarily with books, but now and in the future, libraries and information centers must deal with the transfer of data and information in any medium. Library and information science encompasses the recording, bibliographic control, service, and use of all of the products of man's mind and imagination. The profession must meet the needs of everyone, from the preschool child to the senior citizen. These needs range from recreation to research. Increasingly, library science calls upon various disciplines and methodologies to support, augment, and extend its capabilities.

Preparation for professional librarianship and information service requires five years study, consisting of four years of general education at the undergraduate level and a fifth year master's degree program in library and information science. Advanced course work and the doctoral program offer opportunity for further study.

At Indiana University students may prepare themselves for positions in municipal, county, or regional public libraries; in college and university libraries; in school libraries or media centers; and in technical, medical, governmental, or other types of special libraries and information centers in the United States and abroad.

HISTORY

The exact date of the first instruction in library science in the state is not known. However, as early as 1888, Librarian William Spangler was providing lectures in the use of the library; and in 1889 the Indiana University Library and the State Library in Indianapolis offered a six-week summer course at Winona Lake. In 1908 a program of 45 semester hours leading to the A.B. degree in library science was proposed to the Board of Trustees by Librarian William Evans Jenkins; it was not put into effect, however, because of the lack of demand for professionally educated librarians.

The first organized library science curriculum at Indiana University, a program for the preparation of school librarians, was offered by the School of Education in the summer session of 1930. In 1938 this curriculum was expanded and made available in the regular school year as well as in the summer session.

In the fall of 1947 the Division of Library Science was established within the framework of the School of Education. A basic undergraduate curriculum in library science concerned with the fundamental principles and processes common to all types of libraries was offered as a minor within the four-year program leading to the Bachelor of Arts or Bachelor of Science degree in the College of Arts and Sciences or to the Bachelor of Science in Education degree in the School of Education.

A five-year program leading to the degree Master of Arts with a major in library science, granted by the Graduate School, was established in 1949, and a Ph.D. program in librarianship and information science was established in 1964.

In June, 1966, the Trustees of Indiana University established the Graduate Library School and the professional degree Master of Library Science, replacing the Master of Arts degree granted by the Graduate School.

The Graduate Library School is a member of the Association of American Library Schools, American Library Association, Educational Film Library Association, and National Microfilm Association. Its M.L.S. program is accredited by the American Library Association. Its programs are also approved by the Indiana Library Certification Board and the Indiana State Board of Education.

PURPOSE

The purpose of the Graduate Library School is threefold:

1. To educate the librarian to assume a responsible, professional role by providing him or her with (a) an understanding of the library and information center in society; (b) an appreciation of its role in the history of the communication of recorded ideas; (c) a knowledge of the principles and practices of library and information center organization and administration; (d) the ability to evaluate, interpret, and stimulate use of all types of materials, print and nonprint; and (e) a basic competence in the application of research methods.

2. To provide a means for the continuing education of practicing librarians and information scientists in a time of rapidly changing disciplines.

3. To provide for the advanced education of library administrators, research personnel, and library and information science teachers by means of a program leading to the Ph.D. degree. The doctoral program in librarianship and information science offers an opportunity to acquire (a) a broader understanding of librarianship and information science; (b) an understanding of the purpose and process of education for library and information science; (c) a thorough knowledge of a special area within these fields and further study in a related discipline; and (d) an ability to identify problems and conduct research concerning them.

LOCATION

The Graduate Library School is housed in the University Library on the Bloomington campus. Its facilities include lecture and seminar rooms; a library science library with a collection of professional books, children's and young people's literature, and audio-visual materials; and a suite of offices for faculty and staff.

UNDERGRADUATE PROGRAMS

The basic professional preparation for librarianship requires five years of college or university study, culminating in the Master of Library Science degree. Within the four years of undergraduate study leading to the Bachelor of Arts or Bachelor of Science degree in the College of Arts and Sciences or to the Bachelor of Science in Education degree in the School of Education, students may complete a minor in library science. This program offers instruction in the fundamental principles and practices of librarianship and provides the basic preparation for advanced professional study in the fifth year.

Admission

Students who have completed their sophomore year in the University are eligible to take L504, L508. Upon the successful completion of these courses, those who wish to take other courses in library science which are open to undergraduates should notify the Graduate Library School and plan their programs with one of its counselors.

Students who wish to begin the library science minor during a summer session may register in three library science courses concurrently. These students must file applications and transcripts with the Dean and must have their programs approved by April 1 prior to the summer in which the courses are to be taken.

Students at the regional campuses may take one library science course only, after which they must file applications and transcripts with the Dean if they wish to take additional courses. Junior standing or above and a cumulative average of at least C (2.0) are required for admission.

Degree Requirements

College of Arts and Sciences or School of Education. Students in the College of Arts and Sciences may take basic library science courses toward a minor or as electives. The Bachelor

of Arts or Bachelor of Science degree program¹ must include the following: (1) Competence in English composition. (2) Competence in a foreign language. (3) Basic requirements in the natural sciences, social sciences, literature, and humanities. (4) A subject major of at least 24 hours in a liberal arts field.

The following sequence, completed as part of the B.A. or B.S. degree requirements, qualifies candidates for certain beginning library positions: L504, L508, L510 (junior or senior year); L533, L553, L596 (senior year).

Students who wish to meet Indiana certification requirements for a secondary school library and audio-visual services certificate may do so in the College of Arts and Sciences as candidates for the B.A. or B.S. degree or in the School of Education as candidates for the degree Bachelor of Science in Education. In any case the student must meet the degree requirements and must complete the following:

1. The sequence of library science courses: L504, L508, L510, L533, L553, L596.
2. Three basic courses in audio-visual education: Education R523, R533, R543 (junior or senior year).

3. The professional curriculum for secondary school teaching. Required methods courses and student teaching must be taken in (a) a liberal arts subject, with library and audio-visual services as a minor, or (b) library and audio-visual services only. In the latter case L596 is not required, but the student must complete a subject major of at least 24 semester hours in a liberal arts field.

This program qualifies the student provisionally for a full-time position in a secondary school library.

School of Education. Indiana certification requirements for either the elementary or secondary school library and audio-visual services certificate may be taken as a part of, or in addition to, those for the degree Bachelor of Science in Education (see the *Undergraduate Bulletin of the School of Education*).

Students desiring the provisional elementary school library and audio-visual services certificate must complete the following:

1. The professional curriculum for elementary school teaching.
2. The sequence of library science and audio-visual education courses listed in 1 and 2 above.

The above programs are subject to change under the provisions of Rules 46 and 47 governing teacher education and licensing, which were fully effective August 1, 1978.

GRADUATE PROGRAMS

Admission

Undergraduate Requirements. Students holding a bachelor's degree from Indiana University or from accredited four-year collegiate institutions whose requirements are similar to those of Indiana University are eligible to apply for admission. Holders of a baccalaureate degree from institutions whose requirements differ from those of Indiana University may be admitted with a deficiency, provided that deficiency does not amount to more than 15 semester hours of work. The Dean will determine the conditions of admission in such cases. If more than 15 semester hours of work is deficient, students should apply to the appropriate undergraduate division of the University.

Indiana University B.A. or B.S. Degree Candidates. Candidates for the B.A. or B.S. degree at Indiana University may apply for conditional admission to the Graduate Library School and may enroll for graduate credit for that portion of their program not required for completion of the baccalaureate degree, provided:

¹ See the *Bulletin of the College of Arts and Sciences*.

1. They are within one semester of meeting degree requirements. Unless the baccalaureate degree is completed within that semester, graduate credit earned may not be counted toward an advanced degree.

2. The total course load does not exceed that ordinarily taken by a full-time graduate student.

3. The courses taken for graduate credit are so designated on the registration card. (In some instances graduate credit is given for certain undergraduate courses.)

Master of Library Science Degree. All prospective graduate students, including graduates of Indiana University, must make formal application by June 15, November 15, or March 15, before matriculation. Application forms are available in the Office of the Graduate Library School. The application form must be accompanied by one transcript of all college and university work. Indiana University graduates should request the Office of Records and Admissions in Bloomington or the Registrar's Office on the appropriate campus to send unofficial copies of their transcripts to the Office of the Graduate Library School. International students must apply by February 1 and should obtain appropriate forms from the Office of Records and Admissions, Student Services, Room 100. A nonrefundable fee of \$15 is required for all new applicants to the University (not required from persons who have previously attended Indiana University as regularly admitted students). In addition the student must meet the following requirements:

1. Evidence of ability to pursue graduate work in library science.
 - (a) A cumulative average of 3.0 (4.0 equals A) in the total undergraduate program. or
 - (b) A cumulative average of 3.0 in the latest 60 semester hours of undergraduate work, or in the latest 60 semester hours of combined undergraduate and graduate work.

An applicant who fails to meet either requirement (a) or (b) above but has achieved high scores on the Aptitude Test of the Graduate Record Examination may submit these scores in support of the application.

2. In addition to a good scholarship record, undergraduate preparation must include three years (90 semester hours) of general education distributed among the social sciences, biological and physical sciences, literature, and other areas of the humanities. An applicant who has deficiencies in one or more subjects may be admitted conditionally until these deficiencies are removed, provided they do not exceed 15 semester hours of credit. A major in an appropriate subject is required.

3. Evidence of professional promise as indicated in letters of reference and, if requested, a personal interview.

Foreign Language. Although reading knowledge of a foreign language is not required, foreign language skills are increasingly essential in library work. French, German, Spanish, and Russian are important for various fields of work. Some of the Graduate Library School courses have language facility as a prerequisite. Students interested in careers in academic and research libraries should acquire language proficiency *before* applying for admission to the Graduate Library School.

Time of Entrance. Applicants may enter the School at the beginning of the fall semester, the spring semester, and the second (eight-week) summer session, when the full range of basic and prerequisite courses are offered. Applicants will not be admitted to the first (six-week) summer session, since the courses are limited to electives for advanced students. Students may complete degree requirements by attendance only during the eight-week summer sessions, but may find their choice of electives somewhat limited. The School attempts to offer its electives on an alternating basis so that over a period of four years these students will have access to most of the elective courses.

Proficiency Examinations. If a student is familiar with the content of a library or information science course, either because of previous course work or experience in library or related work, he will be permitted to demonstrate his proficiency by taking a written or oral examination. If the student is successful in demonstrating proficiency, he will be exempted

from the course, but he will still be required to complete 36 hours of graduate work. Examinations are usually given during the first two days of registration week; the student should notify the School in advance if he wishes to take one or more of them.

Master of Science in Education. A candidate for the degree Master of Science in Education who wishes to take a minor in library science (considered an outside minor) must meet the requirements for admission to the School of Education and the degree requirements, either with or without a thesis, stated in the *Bulletin of the Graduate Division of the School of Education*.

The prospective student must also file an application and a transcript with the Graduate Library School by June 15, November 15, or March 15 before matriculation.

Specialist Degree. A student holding a Master's Degree in Librarianship or a master's degree in a closely related field from an accredited university may apply for admission to the Specialist Degree Program. Application deadlines are the same as those for the M.L.S. Degree Program. Criteria for admission, in addition to that of holding the Master's Degree in Librarianship or a closely related field are the following:

1. A minimum grade point average of 3.0 (B on a scale of 4.0)
2. A minimum of two years successful experience in a library or media center following award of the master's degree. This requirement may be waived in exceptional cases where it may be advantageous to the student to enter the Specialist program directly from Master's level study.
3. Three letters of recommendation.
4. A description of the applicant's area of interest and career plan.

Continuing Education. A person holding a degree from a library science program in an accredited university may take courses in the Graduate Library School without applying to work toward a higher degree. He or she will need to enroll as a special student; enrollment will be permitted only under these conditions:

1. Application is made by the dates set as deadlines for admission of other students.
2. The projected program of the applicant is approved by a faculty adviser and enrollment in each class is approved by the course instructor.

Doctor of Philosophy. Students who wish to study for the Ph.D. degree in librarianship and information science must meet the requirements for admission stated in the *Graduate School Bulletin* and must file an application with the Graduate Library School by July 1, December 1, or April 1 before matriculation.

Additional requirements for admission include the degree Master of Library Science from Indiana University or a master's degree in library science from another library science program accredited by the American Library Association. Ordinarily an average of 3.5 (4.0 equals A) is required. Graduate Record Examination Aptitude Test Scores, acceptable library experience, a statement of professional goals, and a personal interview with the dean or his designate are also required.

Degree Requirements

Master of Library Science. 1. **Residence and Course Load Requirements.** A candidate for the M.L.S. degree must complete 36 hours of graduate work, of which at least 30 hours must be taken in library and information science. Each student's program must include the following library and information science courses: L504, L508, L510, L544, and L558.

- (a) The student must take at least 21 hours of the required 36 hours while in residence at Indiana University-Bloomington and is considered in residence if enrolled for full-time study for one semester or two regular eight-week summer sessions or one continuous summer session (i.e., a first summer session followed immediately by a second summer session). The remaining 15 hours may be earned in several ways:

- (1) A maximum of 15 hours of library and information science credit earned at regional campuses of Indiana University and at Indiana University-Purdue University at Indianapolis may be applied toward the M.L.S. degree
 - (2) A maximum of 15 hours in combined library and information science and courses taken in a subject field may be earned at regional campuses and IUPUI. In this combination the outside courses must not exceed six hours of credit.
 - (3) A maximum of six hours of graduate credit in library and information science courses may be transferred from a library school whose master's program is accredited by the American Library Association.
 - (4) Upon approval of the Dean a maximum of six hours of graduate credit in a subject field taken at an appropriately accredited institution of higher education may be transferred after taking courses in the Graduate Library School, *provided* that the courses are relevant to the student's career objectives in library science and will contribute significantly to the enrichment of his or her program; the course was completed with a grade of B or better; the credit was not applied to another degree; and it was taken within the prescribed period allowed for completion of the degree.
 - (5) A maximum of six hours of graduate work earned in other schools or departments on the Bloomington campus of Indiana University may be applied toward the M.L.S. degree upon approval of the Dean, *provided* that such credit meets the same criteria for transferred credit as described in (4) above.
 - (6) Any combination of credits earned at regional campuses and IUPUI and at other institutions within the limitations prescribed in the above paragraphs is allowed, but the total combination cannot exceed 15 hours.
- (b) Only three semester hours of library science credit earned by a graduate student at a regional campus or IUPUI prior to admission to the Graduate Library School will be accepted and applied toward the Master of Library Science degree. Exceptions to this rule, intended to ensure adequate counselling of students, may be granted by the Dean.
- (c) A student shall be considered a full-time student if he is enrolled for 12-15 hours of course work during a semester or 5-6 hours in the first summer session or 6-9 in the second summer session. All of these hours must carry graduate credit and must be part of the student's program for an advanced degree. Courses taken as an auditor or work done to remove grades of incomplete from previous semesters may not be counted in the definition of "full-time" work; however, courses taken to remove undergraduate liberal arts deficiencies may be counted in determining full-time status.
2. Average scholarship of at least B (3.0) must be achieved in all graduate work taken.
 3. All requirements for the M.L.S. degree must be met within five consecutive calendar years, with the computation date beginning with the date the first creditable course was taken.
 4. Application for the M.L.S. degree must be submitted early in the semester in which the candidate plans to graduate.

Outside Courses of Special Interest. Graduate G732, Bibliography of Sub-Saharan Africa (1 cr.); Chemistry C400, Chemical Documentation (1 cr.); Chemistry C401, Research Problems in Chemical Documentation (1-2 cr.); Classical Studies C502, Bibliography of Classical Studies (1 cr.); Classical Studies L514, Critical Study of Bibliography (2-4 cr.); East Asian Languages and Literatures J511, Japanese Bibliography (3 cr.); East Asian Languages and Literatures C512, Chinese Bibliography (2 cr.); English L701, Descriptive Bibliography and Textual Problems (4 cr.); Fine Arts A575, Research Sources in Art History (2 cr.); Political Science Y592, Bibliography of Political Science (1 cr.); Psychology P686-P687, Current Psychological Literature I-II (1-1 cr.); School of Music M539, Introduction to Music Bibliography (3 cr.); Anthropology A305, Museum Methods (3 cr.); SPEA V502, Public Management (3 cr.); SPEA V504, Public Organization as a Social System (3 cr.); SPEA V560, Public Finance and

Budgeting (3 cr.). The following courses, offered by the Department of Instructional Technology of the School of Education, are especially recommended for consideration: R546, Survey of Audio-Visual Communications (3 cr.); R550, Introduction to Diffusion and Adoption of Educational Innovations (3 cr.); R523, Utilization of Audio-Visual Materials (3 cr.); R543, Preparation of Inexpensive Instructional Materials (3 cr.); R544, Production Techniques (3 cr.)

Master of Library Science-Information Specialist (Chemistry). Candidates in this joint program receive the M.L.S. degree. They must meet all of the requirements for the M.L.S. except that, instead of the courses listed for other students in 1 above, they are required to complete L504, L508, L510, L524, L544, L555, L558, L643, and L644. The remaining hours are directed by the chemistry department and must include C400-C401.

Specialization in Music Librarianship. The student may apply to the Graduate Library School for admission to the M.L.S. degree with a specialization in music librarianship. The program combines the instructional and professional training resources of the Graduate Library School and the Music Library. Applicants are expected to hold a bachelor's degree in music from an accredited four-year collegiate institution. In addition, candidates in the program are advised that a master's degree in music (see curriculum XVI, *Bulletin of the School of Music*) in addition to the M.L.S. is usually required for placement in the field. In order to obtain the specialization in music librarianship, the following courses should be successfully completed within the M.L.S. degree program:

M539 Music Bibliography. 3 cr. (School of Music)

L596 Library Practice Work. 6 cr. (Graduate Library School.) P: M539 The student will be given professional training in library, technical, and reference services.

L631 Seminar in Music Librarianship. 3 cr. P: M539. Music Library administration, collection development, history of music libraries, technical services operations, record collections, performing ensemble collection, and reference services will be emphasized.

Master of Science in Education. Candidates for the degree M.S. in Education may select library science as an outside minor or as elective credit. Students major in one of the fields of education (for example, elementary or secondary education) and must fulfill the degree requirements, either with or without a thesis, stated in the *Bulletin of the Graduate Division of the School of Education*. They should consult the Dean of the Graduate Library School about the choice of library science courses. The following are open to candidates for the M.S. in Education degree: L504, L508, L510, L533, L553, L557, L596, and L633.

Specialist Degree. 1. Residence and Course Load Requirements. A candidate for the Specialist Degree must complete thirty hours of course work of which at least fifteen must be taken in library and information science on the Bloomington Campus of Indiana University. There is no residency requirement in the sense of a period of required full-time study but students must complete the program within a period of five years.

(a) The fifteen hours other than those in library and information science required by the program may be taken in another school or department of Indiana University offering courses relevant to the student's career objectives. The student's entire program will be planned in conjunction with a Graduate Library School Advisory Committee with reference to career goals.

(b) A maximum of six credit hours may be transferred from another accredited university toward the Specialist Degree provided that the Graduate Library School determines that the courses are relevant to the student's career objectives, and that they are graduate level courses not used for another degree and in which a grade of no less than "B" was attained.

(c) A research project or thesis is not required but students may attain up to six hours of course credit by completing such work.

2. Average scholarship of at least B (3.0) must be achieved in all graduate work taken.

3. Application for the Specialist Degree must be submitted early in the semester in which the candidate plans to graduate.

Doctor of Philosophy. Candidates for the degree Doctor of Philosophy must fulfill the requirements stated in the *Bulletin of the Graduate School* and the following specific requirements of the Graduate Library School:

Course Requirements. A course in statistics taken outside the School, L703, L799.

Major. Any area of library service or information science approved by the student's advisory committee.

Minors. One or two minors of 12 to 15 hours each, related to the student's research interests, taken outside the Graduate Library School. Recommended outside minors: adult education, audio-visual communication, data processing, elementary education, folklore, foreign languages, general linguistics, government, higher education, logic management and administration, mass communications, mathematics, quantitative business analysis, secondary education, sociology, statistics. The student, however, is not limited to these fields.

Research Skills. One of two requirements: [a] reading proficiency in one of these three languages: French, German, Russian. However, if a student needs to use a language other than one of these three in the research connected with his dissertation, permission will be requested from the Dean of the Graduate School to use another language to meet this portion of the requirement; [b] proficiency in statistical methods to be met by completing a minimum of six hours of statistical course work in either sociology or education beyond the introductory graduate-level course.

Periodic Review. The faculty will review each student's record at intervals to determine whether or not he should remain in the program.

Qualifying Examination. Written and oral, testing the student's ability (1) to integrate what he knows and to use it in the solution of problems related to librarianship and science and (2) to understand the relationships of librarianship, information science, and other disciplines to one another. The examinations will cover library service in general, the student's field of concentration, his minor or minors, and research methods.

Thesis. Required, 15-25 hours of credit.

Final Examination. Confined to the thesis and related matters.

Outside Courses of Special Interest. See listing of courses under Degree Requirements: Master of Library Science Program.

Grade Computation. Instructors in the Graduate Library School use a grading system which includes plus and minus grades as well as straight letters. Numerical equivalents for these grades are as follows: A+ or A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0.

Since average scholarship of at least B (3.0) must be achieved for graduation, this means that any grade of B- (2.7) must be balanced by a grade of B+ (3.3) or better.

Grade of Incomplete. The grade of Incomplete is used on the final grade report. The grade "I" (incomplete) indicates that the work is satisfactory as of the end of the semester but has not been completed.

The grade of Incomplete may be given only when the completed portion of a student's work in the course is of passing quality and may be awarded only upon a showing of such hardship to a student as would render it unjust to hold the student to the time limits previously fixed for the completion of work. It is the responsibility of the student who has incurred this grade of Incomplete in any course to fulfill the requirements of that course within a maximum of one calendar year from the date on which the Incomplete is recorded.

Application for Degrees. Each candidate for the degree Doctor of Philosophy must submit to the Graduate School an Application for an Advanced Degree. Anyone expecting to receive his degree in June must file this application before the preceding February 1; a September graduate must file prior to July 1. Application forms are available in the Office of the Graduate School.

Placement. Placement service to library science graduates is available from the Bureau of Educational Placement of the School of Education in cooperation with the Graduate Library School. Students interested in government positions may consult with the Public Careers

Counseling and Placement Office, The Poplars, Indiana University. Students interested in positions in business and industry may register with the School of Business Placement Office. The School cannot guarantee positions to graduates, but it assists them in finding the kind of employment desired.

INDIANA CERTIFICATION REQUIREMENTS FOR LIBRARIANS

Persons employed in professional positions in public libraries in Indiana and in libraries of Indiana state government and other state institutions are required to hold certificates issued by the Indiana Library Certification Board. Several types are issued, depending upon the education and experience of the applicant. Detailed information regarding certification requirements may be obtained from the Secretary, Library Certification Board, Indiana State Library, 140 North Senate Avenue, Indianapolis, Indiana 46204.

The Indiana Commission on Teacher Training and Licensing certifies school librarians for positions in elementary and secondary schools. Complete information regarding programs which qualify a person for certification is contained in the undergraduate and graduate bulletins of the School of Education.

SUMMER SESSIONS

All courses required for the degree Master of Library Science, a few courses required for the Ph.D. degree, and some of the library science electives are offered in the eight-week summer session. Normally, a student may register in three courses or nine hours of credit. Admission and degree requirements are the same as those for the regular academic year. For additional information consult the *Bulletin of the Summer Sessions*.

RESEARCH CENTER FOR LIBRARY AND INFORMATION SCIENCE

A Research Center for Library and Information Science was established and approved by the Board of Trustees in May, 1968. The proposal for the Center was reviewed and endorsed by the University Committee on Information Processing and by the University Science Advisory Committee. The general aims of the Center are:

1. To conduct basic and applied research in information storage, retrieval, and dissemination.
2. To establish an experimental basis for the design of future library and information systems.
3. To enrich the training in information science and the newer technologies of information handling through participation in research activities.

FINANCIAL AID

Fellowships. Each year the Graduate Library School awards a limited number of fellowships to students who have demonstrated superior scholarship and whose records give promise of substantial contribution to the profession. Recipients must be full-time students carrying at least 12 hours of credit each semester. The fellowships usually are for amounts of \$1,000 to \$2,000 for an academic year and recipients pay in-state fees. Applications for fellowships must be made to the Graduate Library School by February 1. Applicants will be notified about awards by April 1. These grants are usually made at the doctoral level.

Fee Remission Scholarships. The Graduate Library School awards three to five scholarships for the academic year which remit all except the allocated fees each semester. Allocated fees are currently \$6.25 per credit hour. Applications for fall must be made by February 1.

Graduate Assistants, Research Assistants, and Associate Instructors. Approximately 21 graduate assistantships paying \$1,420 for the academic year are available to master's degree candidates who combine part-time service with their studies in the Graduate Library School.

Doctoral candidates with appropriate experience may apply for part-time positions as graduate assistants, research assistants, or associate instructors. Stipends vary from \$2,000 to \$3,500 depending upon the type of assignment and the hours of required service or teaching. Students who accept these assignments may receive a Graduate Library School Fee Remission Award in an amount equal to either full or half tuition and fees for not more than 12 hours in one semester or 6 hours in a regular summer session less allocated fees of \$6.25 per credit hour. Applications should be filed with the Dean of the Graduate Library School by February 1 for the following academic year.

Indiana Library Association Scholarships. The Indiana Library Association awards scholarships and loans to outstanding students who are residents of Indiana interested in librarianship as a profession. Awards are available to undergraduate and graduate students for the academic year, for one semester, or for the eight-week summer session. Complete information may be obtained from the Indiana Library Association, State Library, Indianapolis, Indiana 46204.

Indiana School Librarians Association Scholarships. The Indiana School Librarians Association offers scholarships to undergraduate and graduate students attending Indiana colleges and universities and planning to accept positions in Indiana libraries. Grants are available for summer sessions and for the academic year. Information is available from Mrs. Janice Scott, Chairman, ISLA Scholarship Committee, R. R. 1, West Terre Haute, Indiana 47885.

LSCA Single Course Scholarships. Any employee of an Indiana public library who is taking a library science course to meet certification requirements may apply for an LSCA Single Course Scholarship. The award covers tuition only. Further information and application forms are available from Mrs. Madeline Niederhauser, LSCA Scholarship Administrator, Extension Division, Indiana State Library, 140 North Senate Avenue, Indianapolis, Indiana 46204.

Residence Scholarship Plan. An undergraduate student who plans to become a librarian may be interested in one of approximately 40 scholarships for which students work 15 to 20 hours per week in residence hall libraries. To be eligible, the candidate must be a graduate of an Indiana high school, must have been in the upper 10 percent of his high school class, must have achieved success on the Scholastic Aptitude Test, and must be in need of financial assistance. The student will work 15 to 20 hours per week in return for a considerable reduction in the cost of room and board. Applications must be filed by February 15 for the following academic year. Forms may be obtained from the Office of Scholarships and Financial Aids.

COURSES IN THE GRADUATE LIBRARY SCHOOL 1979-80

Note: The abbreviation "P" refers to the course prerequisite or prerequisites. Courses exempt from the Incomplete (see *Bulletin of the Graduate School*) are marked by the sign†. Courses open to juniors and seniors in the College of Arts and Sciences and in the School of Education are marked with the sign‡.

L504 Information Sources and Services (3 cr.)¹ The philosophy and principles underlying library reference collections and services; theory and purpose of bibliography as a form of access to information; introduction to communication, question-negotiation, search strategy. *Armstrong, Kiewitt, Serebnick*

L508 Principles of Library Collection Building (3 cr.)¹ Theoretical and pragmatic aspects of the selection, evaluation, and management of collection in all types of libraries. *Lair, Serebnick*

L510 Organization of Materials and Information (3 cr.)¹ Principles of descriptive cataloging, classification, and subject analysis and their application in relation to Dewey Decimal and Library of Congress systems. Cataloging of both book and nonbook materials. *Abreter, Lair*

L515 History of the Book (3 cr.) Survey of the functions and history of writing and the various methods and styles of bookmaking from earliest times through the 19th century. *Kaser*

L516 Communication Media and Libraries (3 cr.) Introduction to the role of the library in relation to other media of communication. *Pratt*

L517 History of American Libraries (3 cr.) Development of libraries in the American colonies and in the U.S. to the 20th century. *Kaser*

L519 Research Libraries: Field Study (2 cr.) P: L504, L508, L510, L516, L558. One-week field trip to Washington, D.C., to study research libraries. Prescribed reading and critical written analysis of some aspect of library administration observed during the trip. *Staff*

L522 Library Materials for Adults (3 cr.)¹ P: L504, L508. A review and discussion of trends reflected in subject content and use of book and nonbook materials for patrons in secondary school and public libraries in relation to changing young adult and adult needs and the role of libraries in meeting such needs. *Armstrong, Sheviak*

L523 Literature of the Humanities (3 cr.) P: L504, L508. General materials, reference books, periodicals, audio-visual media. *Lair, Kaser*

L524 Literature of Science and Technology (3 cr.) P or concurrent: L504, L544. General materials, reference books, periodicals, government documents, audio-visual media in the literature of individual disciplines; patents and report literature. Examination of production, publication, distribution, and forms of scientific and technical literature. *White*

L525 Literature of the Social Sciences (3 cr.) P: L504, L508. General materials, reference books, government documents, periodicals, audio-visual media. *Altman, Serebnick*

L526 Soviet and East European Library Materials (3 cr.) P: knowledge of at least one Slavic language or consent of instructor. Selection and acquisition of Slavic materials; special problems in organization and handling; Slavic bibliographies and other reference materials. *Turchyn*

L527 Latin American Bibliography (3 cr.) P: knowledge of Spanish or consent of instructor. General, national, and subject bibliographies and reference works relating to Latin America; applications for research and for the acquisition of materials in Latin American Studies. *Staff*

L528 Government Documents (3 cr.) P: consent of instructor. Nature and use at all levels of government publications; U.S. federal, state, and local government; selected foreign countries; U.N. and international organizations. *Fry*

L529 Librarianship and Bibliography of Africa South of the Sahara (3 cr.) P: L525 or consent of instructor. The literature of Africa; bibliographies and reference works relating to Africa; selection, acquisition, and organization of books, periodicals, documents, etc., for African Studies. *Staff*

L530 Legal Bibliography and Law Library Administration (3 cr.) An introduction to basic legal materials and law librarianship. Primary and secondary resources; indexes, digests and citators; specialized research methods; current developments in automated legal research. History of law libraries in the United States, their organization and administration. The role of law librarians in law schools and law firms. *LeBus*

L533 Library Materials for Children and Young Adults (3 cr.)¹ Evaluation and use of books, magazines, phonorecords, films, radio and television broadcasts, and other sources of information and recreation. *Lair, Sheviak*

L544 Introduction to the Information Sciences (3 cr.) P or concurrent: L504, L508, L510, or consent of instructor. Introduction to methodology and techniques of information science. History of development; present applications including manual, punched card, microform, computer media. Library mechanization; information centers. Future developments. *Pratt*

L553 The Library in the Modern School (3 cr.)¹ P: L504, L508, L510; P or concurrent: L533. School library management: organization, personnel requirements, budget planning, facilities. Standards for evaluating school library resources and services. *Kiewitt, Lair*

L554 The Academic Library (3 cr.) P or concurrent: L558. A study of the library needs of the several kinds of higher education programs in the United States and the recent and current efforts in the academic library community to meet those needs. *Kaser*

L555 Special Libraries and Information Centers (3 cr.) P or concurrent: L558. The examination of special libraries in an industrial, governmental, or other institutional context. Elements peculiar to the environment will be examined in such decision-making areas as objectives, staffing, budget, service functions, and evaluation with emphasis on the specialized nature of both readers services and technical processes. *White*

L556 The Public Library (3 cr.) P or concurrent: L558. The philosophy, principles, and practices of public librarianship based upon a knowledge of structure and functions of public library services in the United States. *Altman, Sheviak*

L557 Library Services for Children and Young Adults (3 cr.) P or concurrent: L533, or consent of instructor. History and philosophy; reading, listening, and viewing guidance; techniques in storytelling and book talks; planning library activities and programs. *Sheviak*

L558 The Library as an Organization (3 cr.) P or concurrent: L504, L508, L510. An interdisciplinary behavioral approach to planning, organizing, staffing, and controlling, including principles, theories, philosophies, practices, and research findings. *Altman*

L583 Advanced Cataloging and Classification (3 cr.) P: L504, L508, L510, or consent of instructor; P or concurrent: L544. Examination in depth of principles, theory, and development of descriptive cataloging, classification, subject indexing, and abstracting by analysis and comparison of the major systems of the past and present. *Abrera*

L584 Technical Services (3 cr.) P:L510 or consent of instructor; P or concurrent: L544. Principles of organization and function of library technical services, including acquisition, cataloging, serials, circulation, reprography; special emphasis on research and development in library systems and technology; includes file organization, documentation, system development, analysis, and evaluation for manual, mechanical, and automated applications. *Abrera*

L585 Analytical Bibliography (3 cr.) P: consent of Dean. The evolution of printing techniques; principles of bibliographical description; and rare book librarianship and the antiquarian book trade. *Bennett*

L586 Principles of Archives and Manuscripts Administration (3 cr.) P: consent of Dean. Introduction to the nature, functions, and methodology of the administration of archives and manuscript collections. The course will consist of lectures, discussions, field trips, and special projects. *Newman, Taylor*

L593 Introduction to Research in Library Science (3 cr.) P: L504, L508, L510, or consent of instructor. A study of the various types of research methodology, historical, survey and experimental, as applied to librarianship. Examination and evaluation of research studies utilizing these methodologies. Development of proposals. *Altman, Whitbeck*

L594 Research in Library Science (cr. arr.)† P: consent of instructor. Individual research in a problem in the field of library science. *Staff*

L595 Workshop for Librarians (cr. arr.) P: consent of instructor. Group study of specific problems in the library field. One credit hour for each week of full-time work. *Staff*

L596 Library Practice Work (cr. arr.)¹ Supervised practice in a school, academic, public, or special library approved by the Dean. Graded S-F. Students in the M.L.S program may enroll during their last semester of course work. Students preparing for school librarianship must have completed all other library science and audio-visual courses required for certification. Application for second semester required at beginning of fall semester; for summer session or fall semester, at beginning of previous second semester. *Armstrong, Kiewitt*

L600 Readings in Library and Information Science (cr. arr.)† P: consent of instructor. Readings and study in any area of library or information science having an extensive literature. A student may enroll for this course twice in the same semester under different instructors. Reading done under L600 shall not duplicate the content of any course now in the curriculum of the Graduate Library School. *Staff*

L605 Education for Librarianship (3 cr.) P: L504, L508, L510, or consent of instructor. History, purposes, and methods of education for librarianship. The development of the field in the U.S.A., United Kingdom, and other countries. Accreditation, certification. The relationship of library education to that in other professions. *Whitbeck*

L608 Seminar in Intellectual Freedom (3 cr.) P: L504, L508. Beginning with a history of and alternative philosophical justifications for censorship, the student is introduced to constraints, obligations, and problems of the library selector of today. *Serebnick*

L610 International Librarianship (3 cr.) Comparisons of philosophy and practice of librarianship in selected countries; international library organizations; current world trends. *Kaser*

L616 Seminar in the History of Books and Libraries (3 cr.) P: L515 or consent of instructor. Emphasis on the period before 1800. *Kaser*

L631 Seminar in Music Librarianship (3 cr.) P: M539 (School of Music). Academic music library administration, collection development, technical services operations, record and performing ensemble collections, and reference services will be emphasized. *Fenske*

L633 A Critical Analysis of Library Materials for Children and Young Adults (3 cr.) P: L533 or consent of instructor. Historical development of materials and their influence on current trends; analysis of attitudes, issues, values, and subject content of materials as a reflection of current society; knowledge of curriculum trends and newer methods of teaching as related to multi-media approach to education; professional readings. *Sheviak*

L643 Computer Applications in Information Systems (4 cr.) P: L544 or consent of instructor. Types of computing equipment and their use; computer program design; programming and coding techniques. File organization; time-sharing; direct inquiry and response. Generation of secondary materials. *Shepherd*

L644 Information Storage and Retrieval Methods and Techniques (3 cr.) P: L544 or consent of instructor. Flow of information through the retrieval system. Acquisition, abstracting, indexing, storage, retrieval; search strategy; dissemination of information. Modes of retrieval; SDI; current awareness, retrospective retrieval. Vocabulary control; semantic and syntactic controls. Man-machine interaction. Evaluation of retrieval effectiveness; user requirements. *Pratt, Shepherd*

L645 Systems Analysis and Design (4 cr.) P: L544 or consent of instructor. Analysis of operating information systems; delineation of systems components; assessment of efficiency and cost/budget effectiveness. Design techniques for new systems; delineation of systems objectives; techniques of planning; performance estimates; progress monitoring. File conversion of system implementation. *Shepherd*

L647 Library Automation (3 cr.) P: L544 or consent of instructor. Need for library automation; historical background; role of systems analysis in the library; current status of information in various library activities, including acquisitions, cataloging, reference circulation, serials; networks and cooperative activities; future of automation. Management considerations, including cost-benefit analysis, personnel questions, continuing system maintenance, and management report production. *Shepherd*

L648 Micrographics (3 cr.) P: L544 or consent of instructor. The theory of micrographics, their development and use in the library, including emergence of microform technology; formats and hardware devices; storage and retrieval systems; computer handling of microforms; and systems design considerations. The future of micrographic technology. *Shepherd*

L658 Personnel Management in Libraries and Information Centers (3 cr.) P or concurrent: L558. Motivation, human behavior, leadership, supervision, communication, justice, employee appraisal, compensation, and benefits. *Altman, White*

The following courses at the 700 level are open only to doctoral students.

L703 Seminar in Doctoral Research (3 cr.) P: consent of instructor. Doctoral students develop their plans for theses subject to criticism by other doctoral students and faculty. *Whitbeck*

L733 Seminar in Library Materials for Children and Young Adults (3 cr.) P: consent of instructor. Research studies and problems related to library materials for young people. *Sheviak*

L753 Seminar in School Libraries (3 cr.) P: consent of instructor. Open only to doctoral students with experience in administration of school libraries. Specialized topics of major interest. *Staff*

L754 Seminar in Academic Libraries (3 cr.) P: L554 or consent of instructor. Current problems in libraries serving colleges and universities. *Kaser*

- L755 Seminar in Special Libraries (3 cr.)** P: consent of instructor. Specialized topics of major interest. *Fry, White*
- L756 Seminar in Public Libraries (3 cr.)** P: consent of instructor. Specialized topics of major interest. *Staff*
- L763 Advanced Theory of Information Science (3 cr.)** P: consent of instructor. Intensive study of current areas of research in the field: index term association, automatic abstracting and indexing, syntactic analysis, and other areas contributing to theoretical knowledge. *Shepherd*
- L764 Seminar in Information Science (3 cr.)** P: consent of instructor. Intensive study of selected topics. *Shepherd*
- L765 Research in Information Systems (2-4 cr.)** P: consent of instructor. Independent research or study. *Shepherd*
- L799 Ph.D. Thesis (cr. arr.)† Staff**

Faculty of the Graduate Library School 1978-79

- ABRERA, JOSEFA H., Ph.D. (*Indiana University, 1970*), Associate Professor
- ALTMAN, ELLEN, Ph.D. (*Rutgers University, 1971*), Associate Professor
- ARMSTRONG, MARIAN L., A.M. (*Indiana University, 1958*), Assistant Professor
- BAKER, MAYSEL O., M.S. in L.S. (*University of Illinois, 1939*), Assistant Professor Emeritus
- BYRD, CECIL K., Ph.D. (*Indiana University, 1942*), Professor¹
- COFFIN, MARGARET GRIFFIN, M.S. in Ed. (*Indiana University, 1956*), Assistant Professor Emeritus
- COLE, CATHERINE I., A.M. (*Indiana University, 1963*), Director of Admissions, and Counselor
- FRY, BERNARD, A.M. (*Indiana University, 1939*), M.S. (*Catholic University of America, 1952*), Dean, and Professor
- JACKSON, W. CARL., A.M. (*Florida State University, 1952*), Professor¹
- KASPER, BARBARA, M.L.S. (*Indiana University, 1976*), formerly Director, Delphi Public Library, Delphi, Indiana
- KIRK, THOMAS G., JR., A.M. (*Indiana University, 1969*), Science Librarian, Earlham University, Richmond, Indiana
- LEBUS, BETTY VIRGINIA, LL.B. (*University of Washington, 1948*), Librarian, and Associate Professor of Law, Indiana University, Bloomington, Indiana
- MCKELVEY, REBECCA, M.S.L.S. (*University of Kentucky, 1972*), Video Librarian, Monroe County Public Library, Bloomington, Indiana
- MAJOR, JEAN A. M.A.L.S. (*Rosary College, 1964*), formerly Head, Undergraduate Libraries, The Ohio State University, Columbus, Ohio
- NEWMAN, JOHN J., A.M. (*Indiana University, 1967*), State Archivist, Indiana State Library, Indianapolis, Indiana
- READ, GLENN F. Jr., M.L.S. (*University of California-Berkeley, 1962*), Librarian, Latin American Studies Area Specialist, Indiana University, Bloomington, Indiana
- SELF, JAMES R., A.M. (*University of Denver, 1971*), Assistant Librarian, Head, Regional Campus Libraries/Central Reference Services, Indiana University, Bloomington, Indiana
- TAYLOR, SAUNDRA B., M.L.S. (*University of California-Los Angeles, 1968*), Associate Librarian, Curator of Manuscripts, Lilly Library, Indiana University, Bloomington, Indiana
- TURCHYN, ANDREW, Ph.D. (*University of Munich, Germany, 1949*), Librarian of Slavic Studies, University Library, and Professor (part-time). Graduate Library School, Bloomington, Indiana

¹ Associated faculty.

Visiting Members of the Faculty

INDIANA UNIVERSITY

Founded in 1820, only four years after Indiana achieved statehood, Indiana University is one of the oldest state universities west of the Alleghenies. It has consistently met its original commitment of providing a statewide system of public higher education. Among the first American universities to admit women on an equal standing with men, I.U. also provides its services without regard to race, creed, or color.

Indiana University is ranked tenth largest in the nation with an enrollment totaling nearly 78,000 on its eight campuses and including students from all fifty states and many foreign countries. With a faculty exceeding 3,000, its more than 100 departments offer some 5,000 courses of instruction.

The major divisions of Indiana University are the Bloomington campus (the largest and oldest), Indiana University-Purdue University at Indianapolis (IUPUI), and six other strategically located campuses at population centers over the state.

The Bloomington Campus

College of Arts and Sciences (includes the School of Journalism)

School of Business

School of Continuing Studies

School of Education

School of Health, Physical Education, and Recreation

School of Law—Bloomington

School of Music

School of Optometry

School of Public and Environmental Affairs

Graduate School

Graduate Library School

University (Freshman) Division

Indiana University—Purdue University at Indianapolis

Indiana University School of Business

Indiana University School of Continuing Studies—IUPUI Division

Indiana University School of Dentistry

Indiana University School of Education

Purdue University School of Engineering and Technology

Indiana University Herron School of Art

Indiana University School of Law—Indianapolis

Indiana University School of Liberal Arts

Indiana University Medical Center

Indiana University School of Medicine

Indiana University School of Medicine—Division of Allied Health Sciences

Indiana University School of Nursing

Indiana University School of Physical Education

Indiana University School of Public and Environmental Affairs

Purdue University School of Science

Indiana University School of Social Work

IUPUI—University Division

Columbus (Indiana) Campus of IUPUI

The Regional Campuses

Indiana University East (Richmond)

Indiana University at Kokomo

Indiana University Northwest (Gary)

Indiana University at South Bend

Indiana University Southeast (New Albany)

Indiana University-Purdue University at Fort Wayne (IPFW)

The regional campuses grant degrees in the arts and sciences, education, business, and medical technology. Through the Division of General and Technical Studies, associate degrees and certificates are awarded in a number of paraprofessional areas.

Additional University facilities include Bradford Woods, the biological station at Crooked Lake, the Geologic Field Station in Montana, the Lake Monroe biology site, the Goethe Link Observatory and Morgan-Monroe Observatory of Goethe Link, the Angel Mounds historical site near Evansville, and Camp Brosius at Elkhart Lake, Wisconsin.

The Indiana University library system contains more than 11,000,000 items. Included in this system are the University Library, the Lilly Library, with its valuable collections of rare books and manuscripts; libraries at each of the regional campuses; school and departmental libraries; and collections at housing units in the Halls of Residence.

FEES

Fees are paid at the time of registration each semester and are subject to change by action of the Trustees.

Fee Courtesy. Fees for a full-time (100% F.T.E.) appointed employee enrolled in 1 to 6 credit hours in a semester or summer sessions will be assessed at one half the resident credit-hour rate at the campus where the employee enrolls, for the actual number of hours taken. Fees for credit hours in excess of six (6) in a semester or summer sessions will be assessed at full resident rate on that campus. The spouse of a full time (100% F.T.E.) appointed employee will be entitled to a fee courtesy consisting of a credit of one half of the resident undergraduate fee rate at the campus where the spouse enrolls for each credit hour up to a maximum of three credit hours per semester or summer session. This credit will be applied against the full fees of the student at the appropriate resident or nonresident rate.

INDIANA UNIVERSITY STUDENT FEES BLOOMINGTON CAMPUS

FEES ARE SUBJECT TO CHANGE BY ACTION OF THE TRUSTEES

	Indiana Resident	Nonresident
Undergraduate ¹	\$29 per credit hour	\$70 per credit hour
Graduate ¹	\$38	\$90
Auditing (no credit)	\$ 5 per hour	
G-900 (thesis)		\$35 per semester
Special Fees (in addition to basic fees)		
Student Teaching	\$50	
Late enrollment or re-enrollment ²	\$25	
Late program change	\$10	
Health Service Fee (optional) ³	\$10 or \$20	

¹ Includes Continuing Studies credit courses.

² A \$25 late fee will be in effect upon conclusion of registration through the end of the third week of classes. Late registrations after the third week of classes will be assessed a late fee according to the following graduated schedule:

Week in which the registration is processed

Week 4—\$35

Week 5—\$45

Week 6—\$55

No registrations will be accepted after the sixth week of classes without the approval of the Dean of Faculties.

³ Students enrolled in 7 or more credit hours per semester will be assessed \$10. Students enrolled in 6 or fewer credit hours per semester will be assessed \$20.

HPER courses: Billiards, bowling
golf, and horsemanship

Transcripts (after first)
Rentals

Locker HPER building (for students not
enrolled in HPER courses for credit)

(Payment made to billiard parlor,
bowling alley, golf course, or
academy for use of facilities)
\$ 2.50
\$ 3 per semester, \$ 6 per year

Fee Refund Schedule, 1978-79

Bloomington Campus

FIRST AND SECOND SEMESTERS

First week, or through Class Change Day
Second and third weeks
50% or all

Thereafter
except \$50, whichever is larger
none

Refund for Withdrawal

100%

Summer Sessions Fee Refund Schedule, 1979

Bloomington Campus

Intensive Sessions (courses 13-15 class days in duration)
Withdrawal before second class meeting
Withdrawal before third class meeting

Thereafter

Refund for Withdrawal

100%

50%

none

First and Second Sessions (courses 6 to 14 weeks in duration)
First week, or through Class Change Day

Second week

Thereafter

100%

50% or all

except \$50, whichever is larger
none

Fee Refund Procedure

Students may obtain fee refunds by applying to the Bloomington Office of Records and Admissions, Room 100, Student Services Building, when they withdraw from classes.

An out-of-state (nonresident) student who holds a University fellowship will be permitted to pay in-state (resident) fees. Graduate students holding academic appointments as associate instructors, faculty assistants, research assistants, graduate assistants, or housing counselors may receive departmental fee remission awards in an amount equal to either full-or half-tuition and fees for not more than 12 hours in one semester or 6 hours during the summer session less allocated fees. Allocated fees are \$6.25 per credit hour.

Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes

These Rules establish the policy under which students shall be classified as residents or nonresidents upon all campuses of Indiana University for University fee purposes. Nonresident students shall pay a nonresident fee in addition to fees paid by a resident student.

These Rules shall take effect February 1, 1974; provided, that no person properly classified as a resident student before February 1, 1974, shall be adversely affected by this Rule, if he or she attended the University before that date and while he or she remains continuously enrolled in the University.

1. "Residence" as the term, or any of its variations (e.g., "resided"), as used in the context of these Rules, means the place where an individual has his or her permanent home, at which he or she remains when not called elsewhere for labor, studies, or other special or temporary purposes, and to which he or she returns in seasons of repose. It is the place a person has voluntarily fixed as a permanent habitation for himself or herself with an intent to remain in such place for an indefinite period. A person at any one time has but one residence, and a residence cannot be lost until another is gained.
 - (a) A person entering the state from another state or country does not at that time acquire residence for the purpose of these Rules, but except as provided in Rule 2(c), such person must be a resident for twelve (12) months in order to qualify as a resident student for fee purposes.
 - (b) Physical presence in Indiana for the predominant purpose of attending a college, university, or other institution of higher education, shall not be counted in determining the twelve (12) month period of residence; nor shall absence from Indiana for such purpose deprive a person of resident student status.
2. A person shall be classified as a "resident student" if he or she has continuously resided in Indiana for at least twelve (12) consecutive months immediately preceding the first scheduled day of classes of the semester or other session in which the individual registers in the University, subject to the exception in (c) below.
 - (a) The residence of an unemancipated person under 21 years of age follows that of the parents or of a legal guardian who has actual custody of such person or administers the property of such person. In the case of divorce or separation, if either parent meets the residence requirements, such person will be considered a resident.
 - (b) If such person comes from another state or country for the predominant purpose of attending the University, he or she shall not be admitted to resident student status upon the basis of the residence of a guardian in fact, except upon appeal to the Standing Committee on Residence in each case.
 - (c) Such person may be classified as a resident student without meeting the twelve (12) month residence requirement within Indiana if his or her presence in Indiana results from the establishment by his or her parents of their residence within the state and if he or she proves that the move was predominantly for reasons other than to enable such person to become entitled to the status of "resident student."
 - (d) When it shall appear that the parents of a person properly classified as a "resident student" under subparagraph (c) above have removed their residence from Indiana, such person shall then be reclassified to the status of nonresident; provided, that no such reclassification shall be effective until the beginning of a semester next following such removal.
 - (e) A person once properly classified as a resident student shall be deemed to remain a resident student so long as remaining continuously enrolled in the University until such person's degree shall have been earned, subject to the provisions of subparagraph (d) above.
3. The foreign citizenship of a person shall not be a factor in determining resident student status if such person has legal capacity to remain permanently in the United States.
4. A person classified as a nonresident student may show that he or she is exempt from paying the nonresident fee by clear and convincing evidence that he or she has been a resident (see Rule 1 above) of Indiana for the twelve (12) months prior to the first scheduled day of classes of the semester in which his or her fee status is to be changed. Such a student will be allowed to present his or her evidence only after the expiration of twelve (12) months from the Residence Qualifying Date, i.e., the date upon which the student commenced the twelve (12) month period for residence. The following factors will be considered relevant in evaluating a requested change in a student's nonresident status and in evaluating whether his or her physical presence in Indiana is for the predominant purpose of attending a college, university, or other institution of higher education. The existence of one or more of these factors will not require a finding of resident student status, nor shall the nonexistence of one or more require a finding of nonresident student status. All factors will be considered in combination, and ordinarily

- resident student status will not result from the doing of acts which are required or routinely done by sojourners in the state or which are merely auxiliary to the fulfillment of educational purposes.
- (a) The residence of a student's parents or guardians.
 - (b) The situs of the source of the student's income.
 - (c) To whom a student pays his or her taxes, including property taxes.
 - (d) The state in which a student's automobile is registered.
 - (e) The state issuing the student's driver's license.
 - (f) Where the student is registered to vote.
 - (g) The marriage of the student to a resident of Indiana.
 - (h) Ownership of property in Indiana and outside of Indiana.
 - (i) The residence claimed by the student on loan applications, federal income tax returns, and other documents.
 - (j) The place of the student's summer employment, attendance at summer school, or vacation.
 - (k) The student's future plans including committed place of future employment or future studies.
 - (l) Admission to a licensed profession in Indiana.
 - (m) Membership in civic, community, and other organizations in Indiana or elsewhere.
 - (n) All present and intended future connections or contacts outside of Indiana.
 - (o) The facts and documents pertaining to the person's past and existing status as a student.
 - (p) Parents' tax returns and other information, particularly when emancipation is claimed.
5. The fact that a person pays taxes and votes in the state does not in itself establish residence, but will be considered as hereinbefore set forth.
6. The Registrar or the person fulfilling those duties on each campus shall classify each student as resident or nonresident and may require proof of all relevant facts. The burden of proof is upon the student making a claim to a resident student status.
7. A Standing Committee on Residence shall be appointed by the President of the University and shall include two (2) students from among such as may be nominated by the student body presidents of one or more of the campuses of the University. If fewer than four are nominated, the President may appoint from among students not nominated.
8. A student who is not satisfied by the determination of the Registrar has the right to lodge a written appeal with the Standing Committee on Residence within 30 days of receipt of written notice of the Registrar's determination which Committee shall review the appeal in a fair manner and shall afford to the student a personal hearing upon written request. A student may be represented by counsel at such hearing. The Committee shall report its determination to the student in writing. If no appeal is taken within the time provided herein, the decision of the Registrar shall be final and binding.
9. The Standing Committee on Residence is authorized to classify a student as a resident student, though not meeting the specific requirements herein set forth, if such student's situation presents unusual circumstances and the individual classification is within the general scope of these Rules. The decision of the Committee shall be final and shall be deemed equivalent to a decision of the Trustees of Indiana University.
10. A student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the University, as well as to such other punishment which may be provided for by law.
11. A student who does not pay additional monies which may be due because of his or her classification as a nonresident student within 30 days after demand, shall thereupon be indefinitely suspended.
12. A student or prospective student who fails to request resident student status within a particular semester or session and to pursue a timely appeal (see Rule 8) to the Standing Committee on Residence shall be deemed to have waived any alleged overpayment of fees for that semester or session.
13. If any provision of these Rules or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of these Rules which can be given effect without the invalid provision or application, and to this end the provisions of these Rules are severable.

Veteran Benefits. Students who are eligible for veteran benefits may enroll under the following scale of benefits:

Undergraduates	Benefits	Graduates
12 hours or more	full benefits	12 hours or more
9 through 11 hours	¾ benefits	9 through 11 hours
6 through 8 hours	½ benefits	6 through 8 hours
fewer than 6 hours	tuition only	fewer than 6 hours

For further information consult the Veteran Benefits Office, Student Services Building, 337-7578.

Confidentiality of Student Records

Indiana University, in compliance with the General Education Provisions Act, Section 438, titled Family Educational Rights and Privacy Act, provides that all student records are confidential and available only to that student and the parents, if the student is under twenty-one and dependent as defined by IRS standards. The student may review his record upon request and may ask for deletions or corrections of the record in a hearing process described in detail in the *Statement of Student Rights and Responsibilities*. References, recommendations, and other similar documents may carry a voluntary waiver relinquishing the student's right to review this specific material. The student may also release the record to others by signing a written release available in the offices which maintain records. Further details regarding the provisions of the "Privacy Act" and a list of offices where student records are kept may be found in the *Statement of Student Rights and Responsibilities* distributed at Fall registration or available in the Office of the Dean of Students.

Nondiscrimination Policy. Indiana University complies with all Federal regulations prohibiting discrimination on the basis of race, religion, national origin, sex, age, or handicap in matters pertaining to admission, employment, and access to programs. The University has an Affirmative Action Program and an Affirmative Action Office on each campus to ensure compliance with these regulations. Persons with questions regarding discrimination should contact the Affirmative Action Office on their campus.

HOUSING

The Halls of Residence system at Indiana University, recognized as outstanding among universities throughout the country, includes housing units for single, undergraduate, and graduate students, as well as families. Rates range from \$1,340 to \$1,640 an academic year for single housing and from \$81 to \$219.50 a month for family housing apartments or trailers. When requesting housing in the University Halls of Residence, students must enclose a \$5 (nonrefundable) application fee. The Halls of Residence Office is located at 801 North Jordan, Indiana University, Bloomington, Indiana 47401.

STUDENT SERVICES

For location and telephone numbers of specific offices, consult the *Indiana University Telephone Directory*.

Scholarships and Financial Aids. This office offers information and assistance to undergraduate students seeking scholarships and other types of financial aid, and to graduate students interested in loans. Information concerning all other types of financial aid for graduate students should be obtained through the student's school or department.

Employment. The Student Employment Section of the Office of Scholarships and Financial Aids lists openings for part-time jobs in the Halls of Residence, campus offices, libraries, bookstore, Indiana Memorial Union, and fraternity and sorority houses.

Student Health Service. Available to all regularly enrolled students on the Bloomington campus, the Health Service provides evaluation of the physical examinations required of new

students, outpatient medical care, a psychiatric clinic for evaluation and short-term therapy, an environmental health and preventive medicine program, and assistance in the administration of the student group hospital insurance plan. For students enrolled in 7 or more credit hours, a prepaid fee of \$10 per semester entitles the student to most of these services. Those enrolled in fewer than 7 hours may prepay \$20 per semester. Those who do not prepay at the beginning of the semester (before Drop and Add day) may pay for services as provided according to a schedule of charges available at registration and throughout the year at the student Health Center. The Health Center building has an 18-bed infirmary. Except for emergencies, students are seen only during clinic hours (8:00 until 11:30 a.m. Monday through Saturday and 1:00 until 4:30 p.m. Monday through Friday) by appointment and presentation of a current I.D. card.

An emergency department-use fee will be charged for each visit to the Health Center during those hours the Clinic is closed. Students who have prepaid will be charged \$5; those who have not will be charged \$10.

Clinical Services. The Reading and Study Skills Center trains students in improving reading speed and comprehension. Students with speech and hearing defects are eligible for therapy at the Speech and Hearing Center. The Psychological Clinic of the Department of Psychology, the Student Health Psychiatric Service, and the Counseling Center help students with personal problems or with special problems in choosing careers. Students also have access to the Optometry Clinic.

Placement Services. Information about employment in specific career fields is available from any of these locations: placement offices, deans' offices, and/or department chairpersons. The University maintains job placement bureaus which service students free of charge. The Bureau of Educational Placement registers qualified students for teaching and associated positions. The Business Placement Office of the School of Business arranges interviews with recruiters from business and industry for students of all schools and divisions and for University alumni. It also publishes a list of positions open in business and industry. The Public Careers Counseling and Placement Office, Maxwell Hall, helps students find employment with local, state, and federal agencies, including civil and foreign service agencies.

Indiana Memorial Union. Centrally located on the Bloomington campus, the Union offers numerous services to students, faculty and staff, and visitors. The Commons and the Kiva serve short-order meals and snacks; the Cafeteria provides breakfast, luncheon, and dinner on a self-service basis; and for more leisurely dining, the Tudor Room serves luncheon and dinner. Other facilities in the Union include barber and beauty shops, a newsstand and post office, meeting rooms, and four large lounges. Guest rooms for visitors are available in the Union's Biddle Continuation Center.

The Indiana University Bookstore, also located in the Union, carries required and supplementary textbooks, used books, and supplies, as well as tradebooks and University souvenirs. It also maintains a check-cashing service for students and faculty. A branch of the Bookstore is located in Gresham Hall of Foster Quadrangle.

Wrubel Computing Center. The WCC provides large high-speed computing equipment and computing expertise to support faculty and student research and for programming exercises assigned in computer science and other courses.

STUDENT ACTIVITIES

Students are encouraged to attend and participate in extracurricular programs and activities.

In addition to recreational programs of the Halls of Residence and activities of fraternities, sororities, and independent groups, a program of indoor sports and diversion is maintained by the Indiana Memorial Union. Bowling, ping-pong, billiards, cards, chess, and television are offered. The well-equipped Craft Shops offer, free of charge or at nominal cost, instruction in skills such as pot throwing, jewelry making, macramé, and block printing. The

Union Board, a group of student program-planning committees, sponsors art exhibits, a film series, pop concerts, Free University classes, and lectures.

Beechwood Heights, the University's 33-acre recreational area on Lake Lemon, eight miles east of Bloomington, provides facilities for sailing and picnicking. Large state forest preserves and state parks are also within easy driving distance of the campus.

Homecoming, the Little 500 bicycle race and weekend, and the Christmas Madrigal Dinners are among the well-known yearly events at Indiana University.

Indiana University is a member of the Big Ten Conference and participates in football, baseball, basketball, golf, tennis, cross-country, track, swimming, wrestling, and gymnastics. The 52,354-seat Memorial Stadium, complete with artificial turf, and the new 16,666-seat Assembly Hall are supplemented by several sports fields, tennis and squash courts, swimming pools, golf courses, and other facilities. An intensive intramural sports program provides recreational opportunity for every student.

The great concert artists, ballet companies, Broadway plays, and musical shows appear at the Indiana University Auditorium. The School of Music presents more than 900 student and faculty concerts, recitals, operas, and ballets annually. The University Theatre and the Indiana Theatre Company offer a full season of plays, in addition to summer stock at Brown County Playhouse in nearby Nashville, Indiana.

There are approximately 125 student organizations on campus other than fraternities, sororities, and residence hall groups. These include political, international, departmental, and athletic clubs. The Volunteer Students Bureau serves the community in projects like public school tutoring, Headstart, and Crisis Biology recycling.

Students are urged to take part in the activities of student government, from the level of their living units on to the all-campus governing body.

Mortar Board for seniors and Blue Key for juniors and seniors are national activity honoraries on campus which recognize students for outstanding grades, services, and leadership. Scholastic honoraries for freshmen are Alpha Lambda Delta and Phi Eta Sigma. (See bulletins of specific schools about other scholastic honoraries.)

For those interested in aspects of publication, positions are open on the *Indiana Daily Student*, the campus newspaper, *Arbutus*; the yearbook; and several creative writing magazines.

The YMCA sponsors religious, social, and service activities on campus and in the community. All Bloomington religious organizations welcome students to their congregations, and many have special programs for them. Beck Chapel, near the center of campus, is open at all times and serves all faiths.

INDIANA UNIVERSITY

Graduate Library School

Visitors are always welcome at Indiana University and the Graduate Library School. The Administrative Offices are open throughout the year from 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. Special appointments for other times may be arranged in advance.

If you wish to receive an application form for admission to one of the programs listed below, please complete the form and return it to the Graduate Library School, University Library 011, Indiana University, Bloomington, Indiana 47401.

Please print all information.

NAME (Mr., Mrs., Miss, Ms.): _____

MAILING ADDRESS: _____
Zip Code _____

Type of application desired:

- M.L.S. Ph.D. Special
(library certification)

Do you wish to apply for financial aid? _____

(Yes or No)

ADMISSION REQUIREMENTS

Graduate students are required to have completed an undergraduate program and to have demonstrated ability in their chosen field of study. In addition, most graduate programs require a minimum of three years of college work, including a baccalaureate degree, or its equivalent, in the field of study. Some programs also require additional documents such as transcripts, letters of recommendation, and other materials. Please refer to the individual program descriptions for specific requirements and procedures.

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