

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.



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<sup>1</sup>.

**L504 Information Sources and Services (3 cr.)<sup>1</sup>** 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.)<sup>1</sup>** 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.)<sup>1</sup>** 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. *Abrera, 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.)<sup>1</sup>** 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.)<sup>1</sup>** 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.)<sup>1</sup>** 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.)<sup>1</sup>** 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*