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UNIVERSITY

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Department of
Information Studies

Undergraduate and Postgraduate studies in

Information Studies

Contents

Important information

The programme information published in this brochure was correct at time of going to print (May 2022) and may be subject to change. Prospective students are advised to check the definitive programme information, including entry requirements, that is available on our website before making an application, to ensure that the programme meets their needs.

Welcome

Welcome to the Department of Information Studies (DIS). We have over 50 years' experience in offering education and training for the information profession, including 30 years' experience in distance learning.

We offer a range of campus-based and distance learning courses, including:

- Undergraduate degrees, Masters and PhDs
- Distance learning degrees, so you can study for a professional qualification while in the workplace (over 2-5 years)
- Online short courses for Continuing Professional Development (CPD).

We offer a range of postgraduate courses including Information and Library Studies, Archives and Records Management, Digital Preservation and Digital Curation.

All of our degrees are professionally accredited by the Chartered Institute of Library and Information Professionals (CILIP) and/or the Archives and Records Association UK and Ireland (ARA). We are also a recognised Learning Provider for CILIP in the delivery of CPD courses. This means that you can have confidence in receiving excellent teaching, top academic support and a professionally accredited qualification at the end of your studies.

Staff expertise is complemented through close professional links both locally and nationally. Contributions to teaching, practical work and research projects are made by the National Library of Wales, local record offices, the University's library services, and national memory organisations such as The Wellcome Collection and the British Library, as well as fellow members of the Digital Preservation Coalition.

I look forward to welcoming you to our Department in the future.

Dr Anoush Simon
Head of Department.

Why study with us?

There are many benefits to being a student with us, including subject and professional expertise and an inclusive, supportive study environment, regardless of how you choose to study.

Campus-based students:

- Guaranteed first year accommodation
- The National Library of Wales next to the campus, a copyright library that also leads the way in digitisation of archival material
- Professional links with many other local information-related organisations such as the Royal Commission on the Ancient and Historical Monuments of Wales, Ceredigion Archives and Ceredigion Museum
- Extensive computing facilities, some with 24/7 access
- The Aberystwyth Arts Centre on campus, one of the largest venues in Wales with its own theatre, cinema, gallery and more
- Excellent sports facilities, including free platinum membership to the university sports centre for those living in university-managed accommodation
- A safe, friendly and vibrant place to study
- A coastal location, surrounded by the great outdoors.

Distance learning students:

- Significant experience and an international reputation for expertise in providing distance learning
- Flexible, student-centred courses designed to fit in with busy working lives
- Specialist Open Learning team to support students and develop high quality distance learning programmes
- Dedicated Virtual Learning Environment (VLE)
- Short residential study schools which provide an excellent grounding and start to your studies
- Library and electronic resources tailored to distance learning, including access to electronic and print resources provided by the Library
- Student Support & Careers Services.

Our research

Our research activity clusters around issues relating to the ability of individuals, organisations and societies, to obtain, manage, organise and retrieve information and knowledge in an increasingly complex and diverse digital age.

Contemporary issues relate to intellectual property, cultural memory, identity, curation, communication and the future of library and information services in a digital age. The evolving digital environment, social media, Web 2.0, AI and associated changes to the way people and organisations interact are opening up new opportunities and challenges for libraries, information services, museums and archives.

The research themes include:

- **Knowledge and Information Management:** curating and managing organisational information and knowledge resources in an increasingly complex digital age
- **Information Organisation:** semiotics of information structures and information retrieval principles
- **Social, Cultural, and Behavioural Aspects of Information:** information in society at regional, national and global levels, including issues of intellectual property, cultural memory, identity and communication in a digital age

Digital Curation: the organisational processes, technical architectures, social standards and policy creation required for the lifecycle management of digital materials.

Our staff are involved in editorial roles for academic journals and book series including: ASLIB Proceedings; International Journal of Information Management; Journal of Information Science; Library and Information Research; Library Review; New Library World; New Review of Information Behaviour Research; Open Information Science; Performance Measurement and Metrics: The International Journal for Library and Information Services; Public Library Quarterly; and The Electronic Library.

Undergraduate courses

Cultural Heritage Studies: Libraries, Archives and Museums

BA (Hons)

This degree seeks to introduce you to the cultural heritage aspects of the library, archive and information professions, and enable you to understand how our heritage and knowledge is stored, shared and preserved, and the role that this information plays in 21st century digital society.

You will learn about the management and use of information, heritage resources, archives and records in both digital and physical formats, and how to deal with the vast amounts of information that are generated in the digital world. You will also explore how history and especially documents, objects and the artefacts that bring history to life are curated and managed.

The Department of Information Studies has close links with a range of local cultural heritage organisations, including the National Library of Wales (one of the UK's five copyright libraries); the Royal Commission on the Ancient and Historical Monuments of Wales; local archives and records offices; and the Ceredigion Museum.

Opportunities for Cultural Heritage Studies students at Aberystwyth include:

- being taught by experts in their field, in departments with well-established international reputations in teaching and research in information studies, history and Welsh history
- benefitting from the Department's links with information- and history-rich institutions and cultural organisations
- studying a degree accredited by CILIP: the library and information association.

Employability
Studying an accredited degree is the best preparation for professional practice. Graduates of this course will not only be well prepared for starting out in careers in the heritage sector, including libraries and archives, but also in information-related roles in the business, cultural and the not-for-profit sectors. You will be in a good position to go on to further study, especially professionally accredited Masters qualifications in Information and Library Studies, Archive and Records Management or Digital Information and Media Management.

Module list

Below is an indicative list of modules that you may study on this course.

First year:
- Foundations of Information Studies
- The Cultural Heritage Landscape
- Human Communication
- The Archival Inheritance
- Introduction to History.

Second year:
- Museums in the 21st Century
- Record Revolutions: A Cultural History of Record Keeping
- Information in a Changing World
- Resource Discovery and Digital Information
- Making History.

Final year:
- Collection Management and Development in Heritage Organisations
- Local Studies and Community Heritage.

For details on the optional modules you may select to develop your specialist interests, see the current list on our website, or contact us.

Accredited by:

CILIP The library and information association

Key Facts

Degree type: BA.

UCAS Code: V700.

Duration: 3 years.

Postgraduate courses

Taught degrees and Distance learning

Research degrees

Archives and Records Management

MA

By studying this degree, you will learn professional principles and techniques and acquire the core skills which will enable you to play a part in the preservation, management and exploitation of invaluable informational and historical resources.

This course is designed to prepare you for work in any archive or records management environment. It also provides the professional training required for entry into these professional areas.

A significant proportion of your learning on this course takes place in study visits and fieldwork, where you will need to observe and relate what you have learnt to the practice in a number of record-keeping environments. Practical experience gained before embarking on the course provides a very important foundation for the training experience of the course itself.

Specialist opportunities for Archive and Records Management students at Aberystwyth include:

- hands-on project working with professional archivists
- in-depth study of palaeography with medieval and post-medieval pathways
- medieval and post-medieval palaeography pathways
- training in industry-standard cataloguing and preservation software
- intensive dissertation workshop to support research topic identification and develop research skills
- practical education in managing audio-visual media
- professional conferences, visits and lectures.

Employability
This course will also equip you with a wide range of general work skills such as research, analysis, writing, presentation and management, ensuring your employability is improved across all areas. Upon graduation, you will have proven your abilities in structuring and communicating ideas efficiently, writing for and speaking to a range of audiences, evaluating and organising information, working effectively with others and working within time frames and to specific deadlines.

Modules

Core modules that you may study on this course include:

- Recordkeeping: Theory and Contexts
- Recordkeeping: Processes and Practice
- Access, Outreach, and Advocacy
- Collections Care
- Archives and Records: Practical Project.

Recordkeeping: Processes and Practice
Provides you with the necessary knowledge and skills to design and implement recordkeeping policies, strategies, and systems regardless of format and age.

Collections Care
Provides you with the theoretical knowledge and skills required to ensure the long-term accessibility to material through the development and administration of appropriate preservation programmes for both digital and more traditional formats.

Archives and Records: Practical Project
Working alongside relevant professionals you will prepare, process and document a real-world archival, cultural heritage or information collection so that it can be made available to users.

You will also study optional modules, from a selection available.

For more details and the latest information, see our website.

Accredited by:

CILIP — The library and information association

ARA — Archives & Records Association UK & Ireland

Key Facts

Degree type: MA.

Course code: P132, P132D (Distance learning).

Duration: 1 year (full-time) or 2 years (part-time) or 2-5 years (Distance learning).

Digital Information and Media Management

MSc

This degree is designed to educate you in the skills required for collecting and curating digital information and preparing it for use by individuals and organisations.

You will gain a thorough understanding of the complexities of digital asset management and long-term digital preservation. You will master the policies, procedures and governance required to ensure the integrity of digital material over time, and will graduate with the skills and experience to handle digital information for any size of organisation, be it national, governmental or international.

Specialist opportunities for Digital Information and Media Management students at Aberystwyth include:

- hands-on project working with professional digital information managers
- training in industry-standard cataloguing and preservation software
- education in relevant coding languages
- digital preservation methods and tools workshops
- intensive dissertation workshop to support research topic identification and develop research skills
- professional conferences, visits and lectures.

Employability
This degree will equip you with latest developments in digital information curation, both in terms of technological and theoretical approaches. By balancing the theory with the practice, you will be strongly placed to succeed in the jobs marketplace, particularly in organisations that prize well-trained managers of its most valuable resource: information. The course will also equip you with a wide range of more general work skills – in research, analysis, writing, presentation and management – ensuring your employability is improved across the board.

Modules

Core modules that you may study on this course include:

- Digital Collection Development
- Digital Preservation
- Knowledge and Information Architecture
- Recordkeeping Theories and Contexts
- Recordkeeping Process and Practice
- Archives and Records – Practical Project.

Digital Collection Development
Students will explore and critically assess ways in which digital information is created, acquired, organised and presented within a custodial environment to support its discovery and delivery.

Digital Preservation
Students will be equipped with the theoretical knowledge and skills required to ensure the long-term accessibility to digital information through the development and administration of a digital preservation programme.

Knowledge and Information Architecture
With an understanding of technological developments in how we treat information in our society and how organisations engage tactically with information and knowledge, you will be able to fully exploit the opportunities provided for handling knowledge and information as organisational and societal assets.

For more details and the latest information on our modules, see our website.

Accredited by:

Information and Library Studies

MA

This degree will introduce you to the challenges and best practice methods that determine the flow of information within and between organisations and their users.

As well as studying issues such as censorship, multiculturalism and intellectual freedom, you will also study the impact of technology on the delivery of information and library services in a range of important societal contexts, such as health, education and business.

By studying the principles and practical applications of these and many other subject areas, you will acquire skills that are highly desirable to all employers who rely on the flow of information including public, academic and specialist libraries, and information services across the public and private sectors.

Specialist opportunities for Information and Library Studies students at Aberystwyth include:

- access to a varied range of relevant optional modules for career development
- exposure to guest speakers from key sectors of the library and information profession
- intensive dissertation workshop to support research topic identification and develop research skills.

Employability
Our alumni include a number of current and former national librarians (Scotland, Wales, Malta and Malaysia), the first black national librarian in South Africa, and the former Director of the Bureau for Library and Information Services at the United Nations. In addition to the traditional library and information service sector, our graduates also go on to work as information officers, managers, systems officers and analysts, as well as computer systems officers. Companies also benefit from our graduates' information skills when applied to the areas of management, sales, production or marketing.

Modules

Core modules that you may study on this course include:

- Information Organisation and Retrieval
- Information Services: Planning for Delivery
- Information and Society
- Collection Management
- Studies in Management.

Information Organisation and Retrieval
Considers how classification and cataloguing are by now only part of the methods needed to retrieve information quickly and efficiently from libraries, databases and individual documents.

Information Services: Planning for Delivery
Introduces you to the key elements of Information Service planning and provision, the role of users, evaluation methods, key research themes relevant to contextualising information service use, the methods of analysing and evaluating sources and services, and strategic service planning.
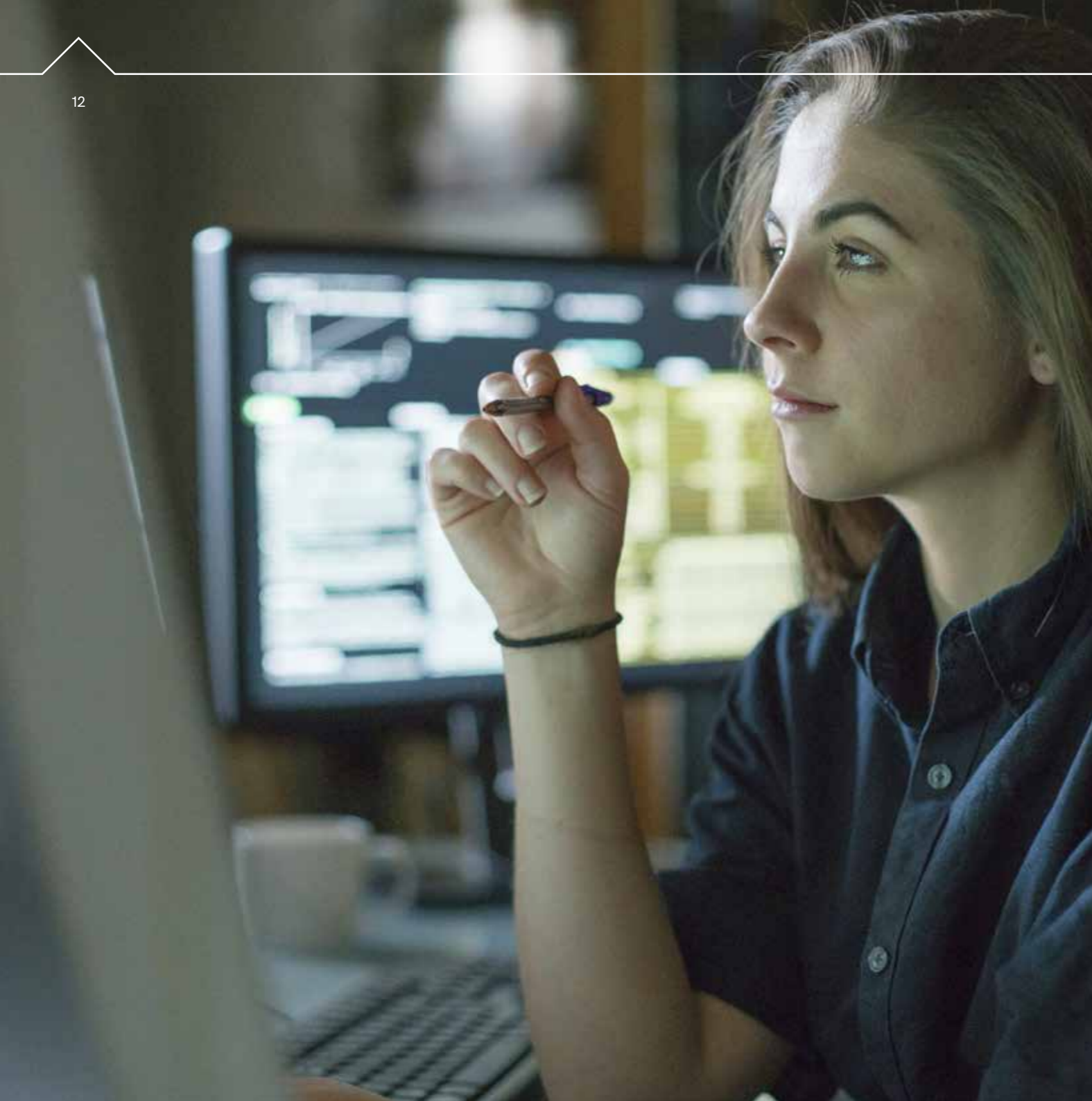
Collection Management
Covers topics such as the promotion of collection use, preservation, and collection issues related to particular formats.

You will also study optional modules from a selection available.

For more details and the latest information, see our website.

Accredited by:

Key Facts

🎓 **Degree type:** MSc.

📚 **Course code:** P124, P124D (Distance learning).

🕐 **Duration:** 1 year (full-time) or 2 years (part-time) or 2-5 years (Distance learning).

Key Facts

🎓 **Degree type:** MA.

📚 **Course code:** P194, P194D (Distance learning).

🕐 **Duration:** 1 year (full-time) or 2 years (part-time) or 2-5 years (Distance learning).

MPhil, PhD

The Department is able to supervise students researching into any aspect of information management, libraries or archives.

Topics mostly fall into the broad categories of:

- knowledge and information management
- information organisation
- social, cultural, and behavioural aspects of information.

MPhil

The MPhil is a one-year course (or two years part-time) where you will be expected to produce a thesis of around 50,000-60,000 words. You will work under the direction of one or more supervisors but are not required to attend any classes.

PhD

A PhD is awarded upon the satisfactory completion of a thesis of about 80-100,000 words followed by a viva voce examination. The normal period of registration is three years (full-time) and it is expected that the thesis will be submitted within four years of your initial registration. Full-time research students are required to register for the Research Training Programme, while distance learning students complete departmental research training modules. Each candidate is assigned two supervisors for regular consultation.

DProf

The Professional Doctorate or DProf is more appropriate for those pursuing professional rather than academic careers and is designed to allow qualified professionals to study towards a doctorate while maintaining their employment.

A DProf will be awarded in recognition of the successful completion of an approved taught programme of study, together with the successful completion of an advanced piece of research. The collaborative aspect provided by a work-based research project provides an ideal opportunity to embed new knowledge in the workplace and ensure that your research is relevant to industry.

For further information see our website, or contact us.

Distance Learning

Information and Library Studies

(Distance Learning)

Distance learning courses are clearly structured but flexible, allowing students to combine work, caring responsibilities and education, and to progress at a pace that suits them, completing their studies within 2-5 years. Residential study events offer an excellent start to the courses, and dissertation preparation support, whilst providing an additional forum for involvement in the University's central activities.

You are provided with subject materials and learning exercises that you can work through at times that suit you. There is no need to be available for online classes at particular times. Students can post questions or contact module coordinators online via our online virtual learning environment, Blackboard, and also access advice about assignments both at Department and University level.

All courses start with a residential school where you meet department staff and fellow students. You will be given information about how to progress with your studies, how the courses are supported and administered and an introduction to the core modules for your programme. There are also sessions from the University information and library services for distance learners, study skills and career support. There are social events and guest speakers. Students have individual meetings with a personal tutor who will help them plan and complete their studies.

All distance learning applications, including short courses and the undergraduate BSc ILS, are administered by Admissions.

For further information, please visit:
www.aber.ac.uk/en/dis/courses/distance

Online short courses

We offer a select range of 10 and 20 credit Short Courses for continuous professional development (CPD) by online Distance Learning.

Undergraduate
- Archive Management: Principles and Techniques (20 credits)
- Digital Information: Discovery to Delivery (10 credits)
- Digital Presence and Social Media (20 credits)
- Introduction to Rare Books Librarianship (10 credits).

Postgraduate
- Rare Books Librarianship 1 (10 credits)
- Digital Presence: Content and Creation (20 credits)
- Archive Management: Principles and Techniques (20 credits)
- Manuscript Skills: Post Medieval Palaeography and Diplomatic (10 credits)
- Digital Preservation (10 credits)
- Digital Preservation Workplace Case Study (10 credits)
- Digital Information: Discovery to Delivery (10 credits)
- Information Organisation and Retrieval (20 credits).

These courses are flexible with three enrolments each year – January, April and September. Students can also work at their own pace within the five-month course registration period and choose whether to complete the credit-bearing assessment.

Each Short Course is professionally relevant and designed to develop your knowledge and skills for specialist information workplaces.

Course materials are made available through a dedicated VLE, together with access to study skills advice and support, plus a wide range of University online resources. Course tutors are also available for consultation.

At the end of the course you may receive either a 'record of course participation' or a credit-bearing 'record of course completion', depending on whether or not you successfully complete formal assessment for the Short Course. In some instances, it is also possible to transfer a number of Short Course credits to other Undergraduate and Postgraduate courses within the Department.

Our CPD short courses have been awarded CILIP CPD Provider Recognition supporting CILIP's Professional Knowledge and Skills Base (PKSB).

CPD short courses by online distance learning

We offer a wide portfolio of online Continuing Professional Development (CPD). Examples of our specialist credit-bearing courses include digital preservation, knowledge and information architecture and rare books. We offer multiple start dates and credit transfer to our Postgraduate Degrees, subject to eligibility.

For more information visit: **www.aber.ac.uk/en/dis/courses/short-courses**

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= Ferry port

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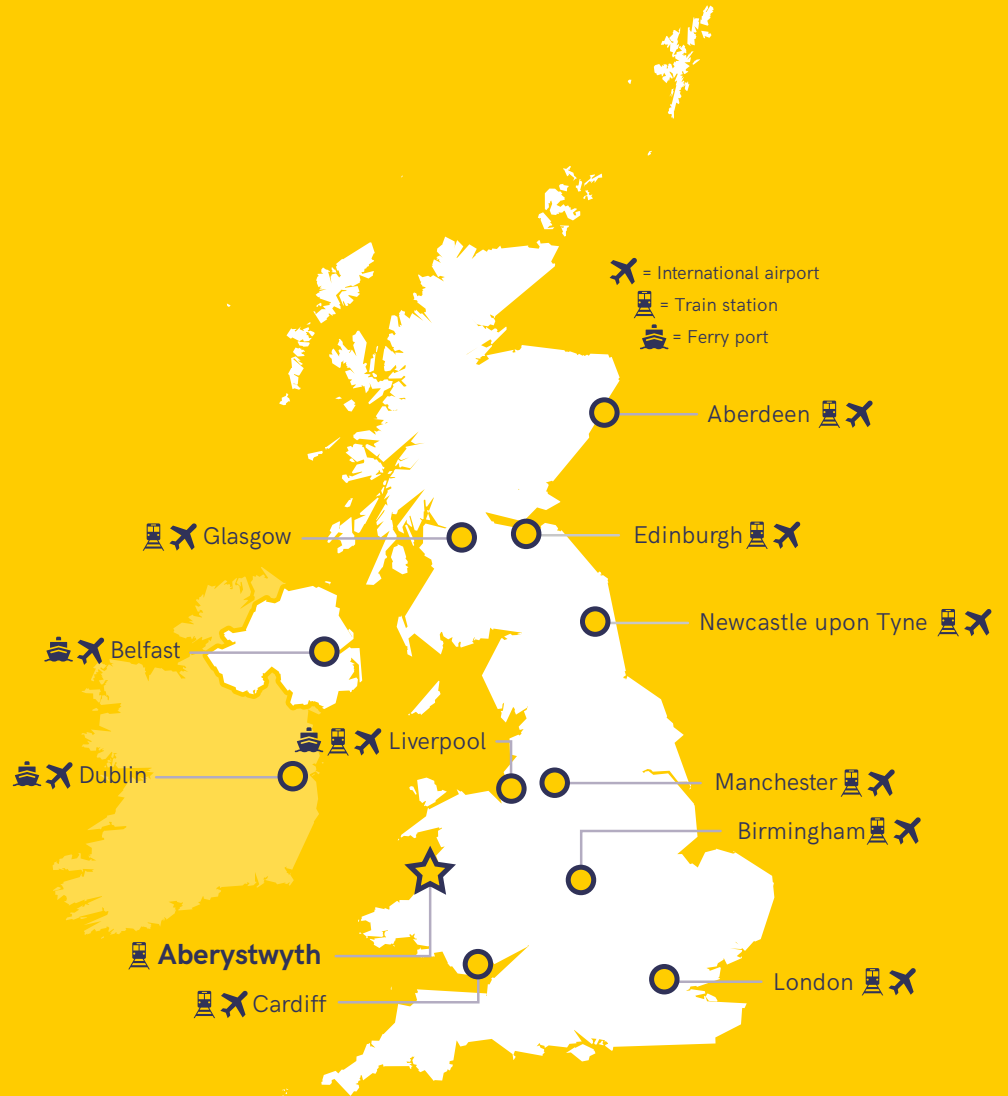Birmingham
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