

SCHOOL OF LIBRARY AND INFORMATION STUDIES



PAARALAN ng ARALIN sa AKLATAN at IMPORMASYON

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The UP School of Library and Information Studies (SLIS) is the oldest library school in the Philippines. In 1914, the first courses in Library Science were offered at the College of Liberal Arts of the University of the Philippines. This course was elevated to university level in 1916 when the four-year curriculum was instituted to prepare students for professional work in libraries and for teaching Library Science courses.

The Institute of Library Science was founded in 1961 and later became the Institute of Library and Information Science on 29 August 2002, upon the approval of the Board of Regents. The change in name reflected the change in curriculum when the Institute shifted from the purely traditional forms of librarianship to information technology assisted librarianship. On 29 March 2007, the Board of Regents approved its second change of name to School of Library and Information Studies in recognition of its dynamic growth both in the number of enrollees and in the development of its curricular offerings.

PROGRAMS OFFERED

The U.P. School of Library and Information Studies offers BLIS and MLIS programs in Library and Information Science with areas or tracks of specialization in: 1) Information Systems and Technology; 2) Archives and Records Management; 3) Medical Librarianship; 4) Law Librarianship; and 5) General Librarianship.

UNDERGRADUATE

Bachelor of Library and Information Science (BLIS)

The BLIS program is designed to prepare students for career opportunities in professional librarianship, research, training, publishing and book trade, public relations, consultancy, and information-related business.

GRADUATE

Diploma in Librarianship

The Diploma in Librarianship is a one-year program that provides formal training to those who desire to work in libraries. The areas of

concentration of the program are law librarianship and health sciences librarianship. Specifically, the program aims to develop the requisite competence for those who will be employed in specialized libraries to enhance the capability and upgrade the skills and competence of those who are already in specialized libraries; and to provide librarians with the basic understanding of the specialized professions and use of specialized libraries.

Master of Library and Information Science (MLIS)

The MLIS Program offers professional preparation for careers in academic, special, public, and research libraries and in related occupations such as managing archival collections, teaching, and consultancy.

ADMISSION POLICIES/REQUIREMENTS

UNDERGRADUATE

Bachelor of Library and Information Science

The Bachelor of Library and Information Science (BLIS) program is designed to prepare graduates for career opportunities in professional

librarianship, research teaching and training, publishing and book trade, public relations, consultancy, and information-related business. Freshman students are admitted directly to the School through the UP College Admission Test. Students from other UP units may also be admitted subject to the following conditions:

- 1) Applicants have completed two or more semesters or at least 30 units of courses with a general weighted average of 2.75 or better in all academic courses taken in the University. Additionally, when applicants have already taken one or more LIS courses, they must have a weighted average of 1.75 or better in these courses.
- 2) Applicants shall be accepted on the basis of evaluation of grades, interview results, and the quota set by the School.
- 3) Students who are thus admitted into the School will be on probation for two semesters and should pass all the academic subjects enrolled in this probationary period without dropping any subject or having an unremoved grade of 4.00 or INCOMPLETE, otherwise, they shall be barred from further enrollment in the School.

The following credentials [for submission to UP SLIS] are required of all applicants:

- 1) Completed application form for admission
- 2) Two (2) identical 2x2 photographs taken within the last six months;
- 3) True copy of grades (TCG) original and photocopy. If the TCG is not yet available, submit an authenticated or certified true copy of class cards
- 4) Certificate of Academic Standing (good standing, warning, probation, dismissed/disqualified, etc.) issued by the College Secretary of the applicant's home college.
- 5) Certificate of Good Moral Character issued by the Dean or College Secretary of the applicant's home college
- 6) Certificate of Non-Contract issued by the College Secretary of the applicant's home college
- 7) Certification from the Student Disciplinary Tribunal (SDT)
- 8) Result of Aptitude test from the Office of the Counseling and Guidance (Submit referral letter to the OCG)
- 9) An official receipt from the U.P. Cashier's Office attesting to payment of a non-refundable undergraduate application fee of Php 20.00 to SLIS Trust Account No. 9782800-499-450
- 10) For TRANSFEREES (other school), go directly to the Office of the University Registrar, UP Diliman for processing of application

GRADUATE

Diploma in Librarianship

The basic requirement for admission to the Diploma in Librarianship is the completion of a bachelor's degree from an accredited school, college or university in the Philippines, or proof of equivalent training at a foreign institution. In addition, a general weighted average of at least 2.00, 86%, good, or better; or its equivalent in the undergraduate course completed is required.

The following other credentials are required of all applicants:

- 1) Completed application form for admission
- 2) Official transcript of records (one original and a duplicate or photocopy)
- 3) Four (4) identical 2 x 2 photographs taken within the last six months
- 4) Letter of recommendation from a former professor or a recognized authority in the area of specialization attesting to applicant's capability for graduate studies, specifically in library science
- 5) Letter of recommendation attesting to applicant's moral character
- 6) NSO copy of Certificate of Live Birth for Filipino nationals only (1 original and 1 photocopy)
- 7) NSO copy of marriage contract for married Filipino nationals only (1 original and 1 photocopy)
- 8) Honorable dismissal from last school attended (if applicable)
- 9) An official receipt from the U.P. Cashier's Office attesting to payment of a non-refundable graduate application fee of P 100.00 for Filipino citizen; P 200.00 for resident foreigner; or US\$25.00 for non-resident foreigner
- 10) Certificate of having obtained a minimum score of 500 in the Test of English as a Foreign Language (TOEFL) for foreign applicants whose native language is not English. Information about the test, including the places and dates of administration, may be obtained by writing directly to TOEFL, Education Testing Service, Princeton, New Jersey 08540, USA. The applicant must request that a copy of his scores be sent to the Office of the College Secretary, U.P. School of Library and Information Studies

Master of Library and Information Science

The basic requirement for admission to the Master of Library and Information Science program is the completion of a bachelor's degree from an accredited school, college or university in the Philippines, or proof of equivalent training at a foreign institution. In addition, a general weighted average of at least 2.00, 86%, good, or better; or its equivalent in the undergraduate course completed is required.

The following other credentials are required of all applicants to the MLIS program:

- 1) Completed application form for admission
- 2) Official transcript of records (one original and a duplicate or photocopy)
- 3) Four (4) identical 2 x 2 photographs taken within the last six months
- 4) Two (2) accomplished recommendation forms from a former professor, an employer/administrator, or an expert in library and information science
- 5) Results of the general aptitude test and diagnostic test;
- 6) NSO copy of Certificate of Live Birth for Filipino nationals only (1 original and 1 photocopy)

- 7) NSO copy of marriage contract for married Filipino nationals only (1 original and 1 photocopy)
- 8) Honorable dismissal from last school attended (if applicable)
- 9) An official receipt from the UP SLIS Office (SLIS Administrative Officer) attesting to payment of a non-refundable graduate application fee of P100.00 for Filipino citizen; P200.00 for resident foreigner; or US \$25.00 for non-resident foreigner to SLIS Trust Account No. 9782800-499-450 and P100.00 guidance testing fee to OCG Trust Fund Account No. 9773900-499-460
- 10) Certificate of having obtained a minimum score of 600 in the Test of English as a Foreign Language (TOEFL) for foreign applicants whose native language is not English. Applicants must request that a copy of scores be sent to the Office of the College Secretary, UP School of Library and Information Studies.

PRIVATE SCHOLARSHIP

The UP SLIS offers the Angara Scholarship for deserving students.

| BACHELOR OF LIBRARY AND INFORMATION SCIENCE | | | |
|--|-----|---------------------------------|-----|
| 138 units | | | |
| APPROVAL | | | |
| 120th UPD UC : 02 April 2012 President AEPascual : 04 June 2012 | | | |
| F I R S T Y E A R | | | |
| 1st Semester 18 units | | 2nd Semester 18 units | |
| GE (AH 1) Free Choice | 3 | GE (AH 2) Comm 3 | 3 |
| GE (SSP 1) Free Choice | 3 | GE (SSP 2) Free Choice | 3 |
| GE (MST 1) Free Choice | 3 | GE (MST 2) Free Choice | 3 |
| LIS 51 | 3 | LIS 55 | 3 |
| LIS 160 | 3 | LIS 161 | 3 |
| Foreign Language 10 | 3 | Foreign Language 11 | 3 |
| PE | (2) | PE | (2) |
| S E C O N D Y E A R | | | |
| 1st Semester 18 units | | 2nd Semester 18 units | |
| GE (AH 3) Free Choice | 3 | GE (AH 4) Eng 10 | 3 |
| GE (SSP 3) Free Choice | 3 | GE (MST 3) Math 1 or 2 | 3 |
| LIS 61 | 3 | GE (SSP 4) Philo 1 | 3 |
| LIS 71 | 3 | LIS 64 | 3 |
| POLSC 14 | 3 | LIS 62 | 3 |
| Foreign Language 10 | 3 | Foreign Language 13 | 3 |
| PE | (2) | PE | (2) |
| NSTP | (3) | NSTP | (3) |
| T H I R D Y E A R | | | |
| 1st Semester 18 units | | 2nd Semester 18 units | |
| GE (MST 4) Free Choice | 3 | LIS Elective | 3 |
| GE (SSP 5) KAS 1* | 3 | LIS Elective | 3 |
| LIS 151 | 3 | LIS 152 | 3 |
| LIS Elective | 3 | GE (MST 5) STS | 3 |
| LIS Elective | 3 | Psych 101 | 3 |
| Elective | 3 | LIS 190 | 3 |
| F O U R T H Y E A R | | | |
| 1st Semester 15 units | | 2nd Semester 15 units | |
| GE (AH 5) Fil 40* | 3 | LIS 181 | 3 |
| LIS 199 | 3 | PI 100 | 3 |
| LIS 181 | 3 | LIS Elective | 3 |
| Socio 101 | 3 | Elective | 3 |
| LIS Elective | 3 | LIS 200 | 3 |
| * Kas 1 and Fil 40 satisfy the 6-unit Philippine Studies requirement | | | |
| <i>Note: As a requirement for graduation, all students must take six (6) units in one of the National Service Training Program (NSTP) components: Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), and Reserved Officer's Training Corps Military Science (ROTC Mil Sci). These are offered by UPD.</i> | | | |

| DIPLOMA IN LIBRARIANSHIP Health Science Librarianship 24 units | | | |
|---|---|-------------------------|---|
| APPROVAL 21st UPD UC : 09 December 1989 BOR : 30 August 1990 | | | |
| F I R S T Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS 201 | 3 | LIS 254 | 3 |
| LIS 231 | 3 | LIS 260 | 3 |
| S E C O N D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS 263 | 3 | Elective | 3 |
| LIS 244 | 3 | LIS 282 | 3 |

| MASTER OF LIBRARY AND INFORMATION SCIENCE Plan A (Non-BLIS Graduates) Thesis Option 36 units | | | |
|---|-----|--------------------------|-----|
| APPROVAL 116th UPD UC : 13 December 2010 President ERRoman : 04 January 2011 | | | |
| F I R S T Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS 201 | 3 | LIS 222 | 3 |
| LIS 260 | 3 | LIS 231 | 3 |
| S E C O N D Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 3 units | |
| LIS 240 | 3 | LIS 251 | 3 |
| Foreign Language* | (3) | Foreign Language* | (3) |
| T H I R D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS Elective | 3 | LIS Elective | 3 |
| LIS Elective | 3 | LIS 299 | 3 |
| F O U R T H Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 3 units | |
| LIS 300 (Thesis Proposal) | 3 | LIS 300 (Thesis Defense) | 3 |
| *No credit - Taken only by non-UP graduates and UP graduates with no UP credited foreign language in the undergraduate course | | | |

| DIPLOMA IN LIBRARIANSHIP Law Librarianship 24 units | | | |
|--|---|-------------------------|---|
| APPROVAL 21st UPD UC : 09 December 1989 BOR : 30 August 1990 | | | |
| F I R S T Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS 201 | 3 | LIS 252 | 3 |
| LIS 231 | 3 | LIS 260 | 3 |
| S E C O N D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS 263 | 3 | Elective* | 3 |
| LIS 247 | 3 | LIS 281 | 3 |
| *Electives may be taken from the College of Law, CSSP, Mass Communication, and other colleges. | | | |

| MASTER OF LIBRARY AND INFORMATION SCIENCE Plan A (Non-BLIS Graduates) Special Problem Option 37 units | | | |
|---|-----|-------------------------|-----|
| APPROVAL 116th UPD UC : 13 December 2010 President ERRoman : 04 January 2011 | | | |
| F I R S T Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS 201 | 3 | LIS 222 | 3 |
| LIS 260 | 3 | LIS 231 | 3 |
| S E C O N D Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 3 units | |
| LIS 240 | 3 | LIS 251 | 3 |
| Foreign Language* | (3) | Foreign Language* | (3) |
| T H I R D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS Elective | 3 | LIS Elective | 3 |
| LIS Elective | 3 | LIS Elective | 3 |
| F O U R T H Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 4 units | |
| LIS 299 | 3 | LIS 290 Special Problem | 4 |
| <p><i>*No credit - Taken only by non-UP graduates and UP graduates with no UP credited foreign language in the undergraduate course</i></p> | | | |

| MASTER OF LIBRARY AND INFORMATION SCIENCE Plan B (BLIS Graduates) Thesis Option 36 units | | | |
|---|-----|--------------------------|-----|
| APPROVAL 116th UPD UC : 13 December 2010 President ERRoman : 04 January 2011 | | | |
| F I R S T Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 3 units | |
| LIS 201 | 3 | LIS Elective | 3 |
| Foreign Language ** | (3) | Foreign Language** | (3) |
| S E C O N D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS Elective | 3 | LIS Elective | 3 |
| LIS Elective | 3 | LIS Elective | 3 |
| T H I R D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| Cognate | 3 | Cognate | 3 |
| Cognate | 3 | LIS 299 | 3 |
| F O U R T H Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 3 units | |
| LIS 300 (Thesis Proposal) | 3 | LIS 300 (Thesis Defense) | 3 |
| <p><i>* Recommended non-LIS Cognates: Any 200 series and above that is credited within the U.P. System - Art Studies (AS), Philippine Studies (PS), Educational Technology (EDTECH), Kasaysayan (KAS), Anthropology (ANTHRO), Technology Management (TM)</i></p> <p><i>**No credit - Taken only by non-UP graduates and UP graduates with no UP credited foreign language in the undergraduate course</i></p> | | | |

| MASTER OF LIBRARY AND INFORMATION SCIENCE Plan B (BLIS Graduates) Special Problem Option 37 units | | | |
|---|-----|-------------------------|-----|
| APPROVAL 116th UPD UC : 13 December 2010 President ERRoman : 04 January 2011 | | | |
| F I R S T Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 6 units | |
| LIS 201 | 3 | LIS Elective | 3 |
| Foreign Language ** | (3) | Foreign Language** | (3) |
| S E C O N D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| LIS Elective | 3 | LIS Elective | 3 |
| LIS Elective | 3 | LIS Elective | 3 |
| T H I R D Y E A R | | | |
| 1st Semester 6 units | | 2nd Semester 6 units | |
| Cognate | 3 | Cognate | 3 |
| Cognate | 3 | Cognate | 3 |
| F O U R T H Y E A R | | | |
| 1st Semester 3 units | | 2nd Semester 4 units | |
| LIS 299 | 3 | LIS 290 Special Problem | 4 |
| <p><i>* Recommended non-LIS Cognates: Any 200 series and above that is credited within the U.P. System - Art Studies (AS), Philippine Studies (PS), Educational Technology (EDTECH), Kasaysayan (KAS), Anthropology (ANTHRO), Technology Management (TM)</i></p> <p><i>**No credit - Taken only by non-UP graduates and UP graduates with no UP credited foreign language in the undergraduate course</i></p> | | | |

COURSE OFFERINGS

UNDERGRADUATE

Library and Information Science (LIS)

- 51 Introduction to Librarianship and Information Science.** Philosophy of librarianship and information service. 3 u.
- 55 Collection Development.** General principles of selection, acquisition, collection evaluation and weeding; formulation of collection development policies. 3 u.
- 61 Cataloging and Classification I.** Principles and functions of descriptive cataloging, subject cataloging and classification using Sears List of Subject Headings and Dewey Decimal Classification. 3 u.
- 62 Cataloging and Classification II.** Application of the principles in subject headings and classification using Library of Congress Subject Headings and Library of Congress Classification, other classification systems using new technologies. Prereq: LIS 61. 3 u.
- 64 Indexing and Abstracting.** Principles and concepts of indexing and abstracting. 3 u.
- 71 Information Resources and Services I.** Introduction to reference resources and bibliographic databases; the use of computers in reference and information service. 3 u.
- 72 Information Resources and Services II.** Evaluation and use of Philippine and Asian reference resources. Prereq: LIS 71. 3 u.
- 114 Literature for Children.** Historical and critical study of library materials for the reading abilities, interests and needs of children; principles and problems in selection. 3 u.
- 115 Literature for Young Adults.** Selection and evaluation of library materials suitable for young people in relation to their development and interests. 3 u.
- 120 Introduction to Legal Information Sources.** Overview of the legal system and legal literature, organization of legal literature, reference services in law libraries, and characteristics and needs of users of legal information. 3 u.
- 121 Introduction to Methods of Legal Information Research.** Methods and techniques for searching legal literature, including computer-assisted legal research (CALR). 3 u.
- 131 Media Materials and Technology.** Evaluation, acquisition, organization, and use of media materials and technology in libraries and information centers. Prereq: LIS 55, 61, 71. 3 u.
- 140 Health Sciences Literature.** Introduction to health and medical sciences literature, including medical informatics resources. 3 u.

- 141 Introduction to Methods in Medical Information Research.** Methods and techniques of searching for health/medical literature, with emphasis on the use of new information and communications technologies (ICTs). 3 u.
- 151 Library Management I.** Basic theories and principles of management for effective library service. 3 u.
- 152 Library Management II.** Theories and principles of management as applied to various types of libraries and information centers. Prereq: LIS 151. 3 u.
- 158 Marketing Library and Information Services.** Fundamentals of marketing and public relations as applied to libraries, information centers, and information consultancy services. 3 u.
- 160 Information and Communications Technology in LIS I.** Theories, principles, components and issues of ICT and its applications in LIS. 3 u.
- 161 Information and Communications Technology in LIS II.** Fundamentals of Information Storage and Retrieval Systems, Database Management Systems and programming in LIS. Prereq: LIS 160/COI. 3 u.
- 163 Analysis and Design of Library and Information Systems.** Application of the principles, techniques and tools of systems analysis and design to library and information systems. Prereq: LIS 161. 3 u.
- 164 Telecommunications and Networks for Library and Information Science.** Use of telecommunications and networks for information access and dissemination for library and information science. Prereq: LIS 161. 3 u.
- 166 Programming and Database Structures in LIS.** Principles and concepts of programming for library and information systems; introduction to database structures. Prereq: LIS 160, 163, Math 11/equiv. 3 u.
- 170 Introduction to Archives and Records Management.** Concepts, principles and practices in archives and records management. Prereq: JS. 3 u.
- 171 Archives Principles and Practices I.** Appraisal and acquisition of archives and their arrangement and description using national and international standards and formats applicable to archives. Prereq: JS. 3 u.
- 172 Archives Principles and Practices II.** Reference, promotion, documentation and administrative requirements of archives. Prereq: JS. 3 u.
- 173 Introduction to Archives Conservation.** Conservation of archival records. Prereq: JS. 3 u.
- 181 Field Assignment.** Practical training to gain insight into the various phases of library work. Prereq: 30 units of Library Science courses. 3 u.; must be taken twice.
- 190 Statistical Techniques in Library and Information Science.** Statistics for the analysis of research data in library and information science. Prereq: A mathematics skills course (Math 2, 11/17). 3 u.
- 198 Special Topics.** 3 u (may be taken more than once).
- 199 Research in Library and Information Science.** Principles, methods and problems of research with practical application to librarianship and information science. Prereq: LIS 71. 3 u.
- 200 Thesis.** 3 u.

GRADUATE

Library and Information Science (LIS)

- 201 Foundations of Library and Information Science.** Survey of libraries and librarianship with emphasis on their socio-historical development and contribution to society; philosophies of library service; information and its use in different environments; nature of the library and information profession. 3 u.
- 210 Filipiniana Archival Materials.** Manuscript and printed sources of Philippine history and culture; the introduction of printing and products of the early presses in the Philippines; problems of acquisition, preservation and use. 3 u.
- 211 Introduction to Archives Studies.** Basic concepts, principles, history and current trends in archivology, including the origin and nature of source materials and records and the use of archives for information. 3 u.
- 212 Introduction to Archives Administration.** General principles and problems in the administration of archival and manuscript collections, including acquisitions, reference, appraisal, arrangement and description of manuscript and archival materials. 3 u.
- 217 Audiovisual Archives.** Philosophy of AV archiving and nature of AV materials and AV carriers; Management of AV archives collection. Prereq: LIS 211. 3 u.
- 218 Records Management.** Theoretical and practical aspects of records management, including the relationship between records management and archives administration, records creation, records maintenance and control, records inventory, appraisal and disposal. 3 u.
- 219 Health Sciences Records Management.** Principles behind the administration and organization of records, and the

- technology and systems used in the health sciences. Prereq: LIS 218. 3 u.
- 220 Archives Conservation.** Conservation philosophy; causes and control of archives deterioration; storage facilities; conservation treatments; conservation policies and programs; disaster preparedness. 3 u.
- 222 Collection Management.** Collection development, preservation, evaluation, provision of access, and resource allocation according to the principles of librarianship. 3 u.
- 223 Collection Management II.** Principles and processes for selecting and acquiring electronic resources as well as theories on digital publishing relevant to collection management. Prereq: LIS 222. 3 u.
- 226 Selection and Organization of Children and Young Adults Literature in Libraries.** Evaluation, selection, and use of books and other media to meet the needs of children and young adults. Surveys briefly the reading experience, psychology, and reading interests of children. 3 u.
- 231 Organization of Information Resources I.** Description and organization of information resources utilizing controlled vocabularies and introduction to electronic facilities (MARC format, OPAC). 3 u.
- 232 Organization of Information Resources II.** Organization of special materials and electronic resources. Prereq: LIS 231/COI. 3 u.
- 234 Information Analysis.** The conceptual aspects of classification, vocabulary control, thesaurus construction, abstracting and indexing. 3 u.
- 240 Reference and Information Services.** Evaluation and use of general reference and major bibliographic resources including databases. 3 u.
- 241 Information Sources and Services in the Humanities.** Bibliographic structure of information sources and systems in the fields of philosophy, religion, literature, music and the arts; special aspects of library and information services in the humanities. 3 u.
- 244 Information Sources and Systems in the Health Sciences.** Study of the information sources and services in the health sciences, including health science information and retrieval systems. Prereq: LIS 240/COI. 3 u.
- 246 Asian Reference Sources.** Survey and evaluation of major types of bibliographies and other reference sources relating to Asia. Prereq: LIS 240/COI. 3 u.
- 247 Legal Information Sources and Services.** Organization of legal literature; technology of legal research; needs analysis of users of legal literature. 3 u.
- 248 Legal and Ethical Issues in Library and Information Science.** Laws and policies that affect the practice of librarianship in the Philippines. 3 u.
- 251 Management of Libraries and Information Units.** Theories, principles and management techniques in running libraries and information units. 3 u.
- 252 Law Library Management.** Nature and scope of law librarianship and legal information system; objectives, organization and operation of law libraries. LIS 251/COI. 3 u.
- 253 Information Systems Planning and Management.** Types, functions and structure of library systems, documentation centers, referral/switching centers, information clearing houses, etc. and the application of management principles and techniques, including the evaluation of information systems. 3 u.
- 254 Health Sciences Library Management.** History and development of the health sciences library environment; administration, organization and services of various types of health sciences libraries; selection, organization and utilization of health sciences literature. 3 u.
- 255 Public Relations and Libraries.** Principles and practice of public relations as applied to libraries and information centers; user study and user education program development; marketing of information products. 3 u.
- 259 Comparative Librarianship.** Study of the general state of librarianship and library development with emphasis on Asian and major western countries. 3 u.
- 260 Introduction to Information Science.** Overview of the basic functions of information storage and retrieval systems. Includes user studies, current awareness services, SDI, information marketing, introduction to computers and survey of major information systems. 3 u.
- 262 Information Technology.** Introduction to data processing and programming. Prereq: LIS 260/COI. 3 u.
- 263 Information Systems Analysis and Design.** Introduction to systems analysis and design, data structures and file organization, networking; review of softwares for library and information processing and their applications, e.g., acquisitions, circulation control, cataloging, references, etc. Prereq: LIS 260/COI. 3 u.

- 264 Media Technology in Library and Information Science.** Theoretical and practical aspects of media technology as applied to library and information science. Prereq: LIS 260/COI. 3 u.
- 265 Information Retrieval Systems.** Information retrieval from the point of view of the design of retrieval systems and components. Prereq: LIS 260/COI. 3 u.
- 266 Database Structure and Design.** Information content parameters, and information and document formats. Prereq: LIS 260/COI. 3 u.
- 269 Automation of Information Services.** Major components of automated information service. Prereq :LIS 260. 3 u.
- 269.1 Digital Libraries.** Overview of digital libraries and digitization; creation, processing, organization and preservation of digital objects; and management of digital library. Prereq: LIS 262/COI. 3 u.
- 271 Seminar in Philippine Librarianship.** 3 u.
- 272 Seminar on Information Literacy.** The acquisition of information competency skills necessary to conduct research. 3 u.
- 277 Seminar in Education for Librarianship.** 3 u.
- 279 Seminar on Information Organization.** Advances in theory and practice of classification, subject analysis, vocabulary control, indexing systems, thesaurus design and development and its use in information systems. Prereq: LIS 231 and 234/COI. 3 u.
- 281 Practicum in Law Library and Information Services.** Supervised professional training in a law library and information center. 3 u.
- 282 Practicum in the Health Sciences Library and Information Services.** Supervised professional training in a health sciences library/information center. 3 u.
- 290 Special Problem.** Directed research. 4 u.
- 299 Research Methodology.** 3 u.
- 299.1 Quantitative Methods in Library and Information Science.** Concepts of measurement, including bibliometry, scientometry and systems analysis and related techniques. Prereq: LIS 299. 3 u.
- 300 Thesis.** 6 u.