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M.S.I.S.

STUDENT

HANDBOOK

Department of Information Studies
College of Computing and Information
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DEPARTMENT OF INFORMATION STUDIES

The Department of Information Studies is one of three academic units which make up the College of Computing and Information. Located on the downtown campus of the University at Albany, the Department of Information Studies is well situated to provide opportunities for interdisciplinary study. In addition, IS students have ready access to numerous sites for gaining practical experience through on-campus or off-campus employment or through internships in government, cultural institutions, libraries, and commercial enterprises throughout the Capital Region.

A limited number of courses, usually one each semester, is offered in the Mid-Hudson region, usually in the Poughkeepsie area. Students will need to complete the majority of their course work at the Albany campus.

Programs of Study

At the undergraduate level, the department offers an interdisciplinary undergraduate major in Information Science. At the graduate level, programs include the Master of Science in Information Science, a Certificate in Advanced Study, and an interdisciplinary doctoral degree in Information Science. Two dual-degree programs are available that combine an M.A. in either History or English with the Master of Science in Information Science (M.S.I.S.).

Nondegree Study

In addition, students contemplating entering a graduate degree program may begin study on a nondegree basis. See the next section for more details on applying for nondegree study.

ADMISSION REQUIREMENTS & APPLICATION PROCESS

The requirements for admission include an undergraduate grade point average of at least 3.0 (B). All applicants except those with a graduate degree in another field must submit scores on the general portion of the Graduate Record Examination (GRE). A 1000 total combined score on the verbal and quantitative sections plus a score of 4.0 or above on the analytical writing section is required for those applicants whose undergraduate grade point average falls below 3.0. The GRE is waived only for those applicants who have already completed a graduate degree in another field.

The admissions process for the M.S.I.S. degree requires official transcripts from all post-secondary institutions attended, GRE scores as noted above, three letters of recommendation (academic or professional), and completion of an application form that includes a personal essay. This process is explained in detail in the application packet.

As noted earlier, nondegree study is available to those who have yet to take the GRE, or who have already completed the M.L.S., M.S.I.S., or a related degree. Normally nondegree study is limited to 12 credits of coursework. Application for nondegree study requires official transcripts and a completed application form.

MASTER OF SCIENCE IN INFORMATION SCIENCE DEGREE (M.S.I.S.)

The Master of Science in Information Science is designed to serve two major purposes: 1) To prepare students for employment in corporate and public sector organizations where the generation, management, and use of information is the dominant or an essential aspect of the organization; and 2) To equip students with the knowledge and skills required for entry into a doctoral program in information science. The M.S.I.S. is accredited by the American Library Association.

Four general themes are stressed in the curriculum:

- the analysis, evaluation, design, maintenance, and management of information systems;
- the conceptualization and organization of information;
- the application of relevant information technologies;
- the study of the social, political, economic, and institutional milieu within which information is produced, organized, stored, retrieved, and used.

Typical employers of M.S.I.S. graduates include libraries, corporations, hospitals, academic institutions, human service organizations, government agencies, and archives. The degree is awarded for successful completion of a minimum of 42 credit hours, of which 27 must be in Information Studies. There are five areas of concentration in the curriculum: 1) Archives/Records Administration (for students who wish to pursue a career in archives, or as paper or electronic records managers); 2) Library and Information Services (prepares students for professional positions in academic, special, or public libraries); 3) Library and Information Services/School Media Specialist (for students seeking certification to work in public school libraries throughout New York State); 4) Information Management and Policy (for students pursuing careers as information managers in corporations, government agencies and nonprofit organizations); 5) Information Systems and Technology (to prepare students for professional employment as systems and technology experts in a wide range of government, library, corporate and nonprofit organizations).

M.S.I.S. Degree Requirements

Required Courses:

- IIST 523* *Fundamentals of Information Technology* and one additional technology course from the menu below (6)
- IIST 601 *The Information Environment* (3)
- IIST 602 *Information and Knowledge Organization* (3)
- IIST 608 *Research Methods* (3)
- IIST 614 *Administration of Information Agencies* (3)
- IIST 668 *Internship (150 hours)* (3) This requirement may be fully or partly waived on the basis of recent relevant work experience.

Additional technology courses include INF 523, IST 535, IST 538, IST 561, IST 611 (not for students in IST concentration), IST 658, IST 659, IST 673 (IST 673 is required for school media students). Other courses may be approved by your faculty advisor.

Concentration Courses as Advised: (6-15 credits)

See *M.S.I.S. Concentrations* (following page)

Supporting Courses as Advised: (9-15 credits)

M.S.I.S. Concentrations

All M.S.I.S. students will complete the general course requirements as well as fulfill the specific concentration requirements as described below.

Archives and Records Administration

Graduates of this concentration gain employment in archives or as paper or electronic records managers. This specialization concentrates on storing, preserving, and organizing information.

Required Courses

- IIST 546 Fundamentals of Records Management (3)
- IIST 547 Electronics Records Management (3)
- IIST 654 Preservation Management in Archives and Libraries (3)
- IIST 656 Archives and Manuscripts (3)

Students will also take electives in the Department of Information Studies or Department of History to support this concentration.

Information Management and Policy

This interdisciplinary specialization concentrates on the political, legal, and economic environment of information. Graduates of this concentration gain employment as information managers in government agencies, corporations, and nonprofit organizations.

Required Courses

- IIST 560 Information and Public Policy (3) [*previously required: RISP 562*]
- IIST 615 Advanced Seminar in Information Management and Policy (3)
- IIST 636 Systems Analysis in the Info. Environment (3) [*previously: RPAD 623*]

Students take electives in the Department of Information Studies, Department of Public Administration, and School of Business to support this concentration.

Information Systems and Technology

This interdisciplinary specialization concentrates on information technology. Graduates gain employment as systems and technology experts in a wide range of government, library, corporate, and nonprofit organizations.

Required Courses

- IIST 533 Information Storage and Retrieval (3) [*previously: RISP 633*]
- IIST 611 Information Systems (3)
- IIST 636 Systems Analysis in the Information Environment (3)

Students take electives in the Department of Information Studies, Department of Computer Science, Department of Public Administration, Department of Geography and Planning, and School of Business to support this concentration.

Library and Information Services

Graduates of this specialization typically gain employment in academic, special, or public libraries.

Required Courses

- IIST 603 Information Processing (3)
- IIST 605 Information Sources and Services (3)

Students take electives in the Department of Information Studies and in other departments throughout the University to support this concentration.

Library and Information Services/School Library Media Specialist

Eligibility for NYS K-12 certification requires the following courses in addition to requirements listed separately on the school library media program description.

Required Courses

- IIST 571♦ Literature for Children (3)
- IIST 578♦ Literature for Young Adults (3)
- IIST 603 Information Processing (3)
- IIST 605 Information Sources and Services (3)
- IIST 668 Internship (3) [Prerequisite: 100 hours of field experience] *This is in addition to the 3-credit Internship of the M.S.I.S. Required Courses. One internship must be in an elementary school and one in a secondary school. Of those, one must be in a high needs school.*
- IIST 673♦ Technology in School Library Media Centers (3)
- IIST 675♦ The Curriculum and Supportive Resources (3)
- IIST 676♦ Administration of School Media Centers (3)
(IIST 676 is taken as a substitute for IIST 614.)

♦ These courses include field experience assignments.

There are additional education requirements for students with no prior education courses. Please refer to the *Library and Information Services/School Library Media Specialist* handout for more information. (following page)

New York State Public Librarian Certification

All students with the M.S.I.S. degree are eligible for New York State Public Librarian Certification and may apply once they have cleared for their degree. The *Application for Public Librarian's Professional Certification* can be obtained from the DIS Office (Draper 113) or by going to: <http://www.nysl.nysed.gov/libdev/cert>
The completed application form, including a check for the \$5.00 fee, should be mailed to the State Education Department (address on form).

MASTER OF SCIENCE IN INFORMATION SCIENCE DEGREE (M.S.I.S.)

Library and Information Services/ School Library Media Specialist

A student must be admitted specifically to the specialization for school library media specialist in order to qualify for New York State certification through the University.

Degree Requirements

- IIST 523 Fundamentals of Information Technology (3) [or approved substitute as advised]
 - IIST 571 Literature for Children (3) ♦
 - IIST 578 Literature for Young Adults (3) ♦
 - IIST 601 The Information Environment (3)
 - IIST 602 Information and Knowledge Organization (3)
 - IIST 603 Information Processing (3)
 - IIST 605 Information Sources and Services (3)
 - IIST 608 Research Methods (3)
 - IIST 668 Internship (6) [Prerequisite: 100 hours of field experience]
 - IIST 673 Technology in School Library Media Centers (3) ♦
 - IIST 675 Curriculum and Supportive Resources (3) ♦
 - IIST 676 Administration of School Media Programs (3) ♦
- ♦ These courses will include field experience assignments.

Three credits of electives in the Department of Information Studies or other academic units as advised. With prior approval, you may use one 3-credit graduate education course for both an M.S.I.S. elective and education credit.

Education Requirements

A minimum of 15 education credits, including the following content areas, for students who are not currently certified:

- Human Development/Social Concerns in Education (3 credits)
- Language Acquisition/Literacy/Reading and Writing Instruction (6 credits)
- Curriculum and Instructional Design/Program Development (3 credits)
- Enhancing the Learning of Students with Disabilities (3 credits)

Field Experience and Internship

A minimum of 100 hours of pre-internship supervised field experience is required and will be completed through class assignments in the following school media course sequence: 571, 578, 673, 675, 676. Alternate arrangements will be discussed with the student's advisor and/or internship coordinator. Field experience must be divided

equally between elementary (K-6) and middle/secondary (7-12) schools. At least one-half of the field experience will be completed in high-needs school districts.

Two supervised school media internships of 150 hours each, one elementary (K-6) and one secondary (7-12) must be completed to fulfill MSIS/school media degree requirements. One of these must be in a high-needs school district. A minimum of 24 credits must be completed prior to the internship and should include courses that include field experience (listed above). Internships may be completed consecutively in one semester or in two separate semesters. If you have worked full-time as a school library media specialist for one year, you may request an exemption from one of the internships.

New York State Certification Requirements

- Completion of the New York State Teacher Certification Exams: LAST, ATS-W, and the content specialty test for Library Media Specialists.
NOTE: Plan ahead; the NYSTCE is only given a few times a year.
- Child Abuse Recognition and Prevention Workshop (two clock-hour session)
- School Violence Prevention and Intervention Workshop (two clock-hour session)
Local offerings for these courses are posted in the DIS Office, Draper 113.
- Completion of application for New York State certification at the end of your last semester of coursework. *Forms are available online (see below).*
- Fingerprinting for criminal history background check (OSPRA)

For more information on NYS requirements, please consult the NYS Teacher Certification web page at: <http://www.highered.nysed.gov/tcert>

New York State Teacher Certification Requirements

If you have LIS/School Media as your concentration, you are eligible for university-recommended SLMS certification when your program is completed. Check with your advisor to be sure you have completed all MSIS school media requirements in addition to the prerequisite of 15 credits of education courses and the passing of the New York State Teacher Certification Exam (NYSTCE). There are detailed instructions for applying for certification at: <http://apps.albany.edu/graduate/cert.php>

MASTER OF ARTS/MASTER OF SCIENCE IN INFORMATION SCIENCE DUAL DEGREES (M.A./M.S.I.S.)

Two degree programs combining the M.S.I.S. and the M.A. in either English or History are offered by the Department. By applying six credits in Information Science and Policy to the English or History degree program and seven credits from English or History to the Information Science and Policy program, a student can reduce the total number of credits needed for both degrees to a minimum of 59. However, faculty responsible for concentrations in both programs may require the student to complete additional course work. Students may be admitted to a dual master's degree program at the beginning of their graduate studies, but not later than after completing 20 graduate credits applicable to a dual master's degree program. Work done for an awarded master's or doctoral degree may not be used for this program. Students may leave a dual program before completion of both degrees. If the requirements for one degree have been fulfilled, that degree may be awarded. You must be admitted to graduate study in both the M.A. and M.S.I.S. degree programs for the dual degree program.

M.A./M.S.I.S. in History Degree Program

History (30 credit hours minimum)

History Courses: (21 credits minimum) Courses as advised, including at least one research seminar in the appropriate major field and one reading seminar. With departmental approval a thesis in history for 4-6 credits may be presented in place of or in addition to the seminar.

Supporting Courses: (6-9 credits) Six credits of approved course work in Information Science and Policy must be included.

Major Field Exam: Satisfactory completion of a major field examination from Group A or one concentration chosen from Group B:

Group A: United States History; Modern European History; Third World History--Latin America, Asia, Middle East, Africa.

Group B: Local and Regional History, International History, Social and/or Economic History, Public Policy, Gender and Society, and Culture and Society.

With departmental approval, a student may prepare for examination in a field of concentration not listed under Groups A or B. The major field examination is waived for those students who write a master's thesis in history (HIS 699).

Foreign Language Requirement: Foreign language competency may be required for students who choose to write theses concentrating on areas other than the United States. This competency requirement can be satisfied by examination or by completion of an approved graduate-level language course. Please consult the History Department for details.

Note: The program leading to the M.A. degree with a Certificate of Advanced Study in Public History has additional requirements. Please see the History Department for more specific information on this program.

Master of Science in Information Science (42 credit hours minimum)

Required Courses:

IIST 523* *Fundamentals of Information Technology (6)* * or approved substitutes
IIST 601 *The Information Environment (3)*
IIST 602 *Information and Knowledge Organization (3)*
IIST 608 *Research Methods (3)*
IIST 614 *Administration of Information Agencies (3)*
IIST 668 *Internship (3)*

Concentration Courses: (6-12 credits) Archives and Records Administration: IIST 546, 547, 654, 656; Information Management and Policy: IIST 560, 615, 636; Information Systems and Technology: IIST 533, 611, 636; Library and Information Services: IIST 603, 605.

Supporting Courses: (9-15 credits) Seven hours of approved course work in History [in the M.A. (English)/M.S.I.S. Program, this course work is in English] must be part of the supporting courses sequence.

M.A./M.S.I.S. in English Degree Program

English (32 credit hours minimum)

English Courses: (24 credits minimum) Courses as advised, including: ENG 500 *Textual Practices I* (4); one course numbered 600 or above (4), in addition to ENG 698 *Master's Research Tutorial and Examination* or ENG 699 *Master's Thesis* (4); one seminar (4 credits, and it cannot be used to satisfy the requirement for a course at the 600 or above level)

Supporting courses: (8 credits) Six credit hours of approved Information Science and Policy course work must be part of the supporting courses sequence.

Master of Science in Information Science (42 credit hours minimum)

(See requirements above.)

COURSE DESCRIPTIONS

Graduate courses are number 500 and above. Undergraduate courses may not be applied to a graduate degree. Courses with a 500 number are open to seniors at this university.

IIST 100 Internet and Information Access (3)

Introduction to the Internet and World Wide Web. Information literacy in technology and online information resources. Using, finding, evaluating, and producing information on the Internet.

IIST 101 Technology Tools for Information Management (3)

Introduction to information organization and management software tools. Class includes introduction to word processing, spreadsheets, database, and presentation software for use in information organization and management.

IIST 102 Networking Tools for Information Management (3)

Introduction to networking technology skills for information management. Classes include networked computing, electronic mail, file transfers, web browsers, and web development software for use in information organization and management.

IIST 301 The Information Environment (3)

Introduction to information science. Definition and properties of information, production, transfer, classification, formatting, evaluation and use. Role of information organizations including the print and electronic publishing, traditional and digital libraries and archives. Offered in fall semester only.

IIST 361 Web Development (3)

Design and development of producing information for the world wide web. Lectures include the basic program languages for web development and web-authorizing software. Design, planning, security, administration and management of web sites will also be examined. Prerequisite: IIST 100 or permission of instructor.

IIST 395 Technology Practicum (3)

The course provides students the opportunity to work as a teaching aide and lab assistant in information science. Students will hold weekly lab assistant hours, monitor and respond to student questions on the class listserv, and provide feedback to the course instructor. May be repeated for credit up to a total of 6 credits with permission of school. Prerequisite(s): a grade of B or higher in IIST 100 and permission of instructor. S/U graded.

IIST 423 Networking Essentials (3)

Covers the fundamentals of computer networking concepts and implementation and the client and server operating systems that run on networked PCs. Special emphasis is placed on network protocols and how they operate at all layers of the networking model. Emphasis also is placed on the interoperability of networks that run on multiple protocols, platforms, and operating systems. (3)

IIST 424 Hardware and Operating Systems Essentials (3)

Covers the fundamentals of personal computer internal system components, storage systems and peripheral devices, including problems associated with them and the procedures for servicing them.

IIST 433 Information Storage and Retrieval (3)

See description for *IIST 633 Information Storage and Retrieval*.

IIST 457 Introduction to Legal Research (3)

See description for *IIST 657 Introduction to Legal Research*.

IIST 468 Internship (3-6)

See description for *IIST 668 Internship*.

IIST 469 Independent Study (1-3)

Student-initiated research project under faculty guidance. May be repeated for credit up to a total of six credits with permission of school. **IIST 469Z Independent Study** is the writing intensive version of IIST 469 and only one may be taken for credit. (Written approval of the independent study proposal by a supervising faculty member and by the Dean is required prior to registration.) (S/U grading)

IIST 473Z The History of Children's Literature (3)

See description for *IIST 573 The History of Children's Literature*.

IIST 499Z Senior Seminar in Information Science (3)

Development of professional skills in information science. This course includes development of student presentation skills including interviewing, web development, resume, and oral presentation skills. Prerequisite: Information Science Major

IIST 500 Computer Programming for Information Services (3)

Analysis of programming languages in terms of their suitability to various information applications. Topics will include syntax types, data file definition and organization, input/output, string handling, random access file handling. Students will write their own information handling programs. Prerequisites: IIST 611 or IIST 603 or IIST 602 and CSI 101 or consent of instructor.

IIST 501 History of Books and Printing (3)

History of the development of books, printing, and publishing from ancient times to the present in relation to the society of which they were a part.

IIST 523 Fundamentals of Information Technology (3)

Provides a basic grounding in the basic information technology skills necessary for the information profession. Students learn how operating systems, hardware, software, and networks interoperate. Includes an introduction to office and web-based applications, online content design, user accessibility concepts, database basics, and information security.

IIST 533 (graduate) / IIST 433 (undergraduate) Information Storage and Retrieval (3)

An introduction to current practices in information retrieval. Topics covered include key concepts in information storage and retrieval, the document and query structure, matching mechanisms and formal retrieval models, output presentation, and the evaluation of system effectiveness. Includes an investigation of the inner workings of retrieval systems and search engines.

IIST 535 Web Database Programming (3)

This course covers the application of database technology to the service of websites. Students learn practical programming skills in a hands-on project based course, and acquire the ability to develop a database backed, dynamic and feature-rich website.

IIST 538 Fundamentals of XML (3)

Extensible Markup Language (XML) provides a standard to support automated processing across platforms and applications. Students will learn practical applications of XML, and will apply the standard to sample texts and objects.

IIST 546 Fundamentals of Records Management (3)

Basic concepts and practices of records management in governmental, institutional, and corporate agencies, including those areas of communication, administration and computer technology that relate to the efficient and effective flow of information from its generation to its final disposition. Will include records inventory, active and inactive records control, manual and automated systems, vital records protection, the records center, micrographics technology and applications, and legal and ethical aspects of records management.

IIST 547 Electronic Records Management (3)

Topics include problems of defining records and documents in a digital environment, analysis and understanding of the requirements for creating and keeping records digitally, developing information systems that create usable and accessible digital records, and preservation of and access to digital materials. The emphasis is on electronic records created by institutions and organizations. Prerequisite: IIST 656 or IIST 546

IIST 554 Contemporary Publishing (3)

Structure and problems of the publishing industry (including print and non-print materials); production and distribution systems and their implications for libraries and other information agencies; legal and economic aspects and technological developments.

IIST 560 Information and Public Policy (3)

Analysis and evaluation of public policies affecting the production, dissemination, and access to information generated by or for the federal government. Topics and issues include concepts of intellectual freedom, the public's right to be informed, freedom of information and privacy legislation, policies on dissemination of information in non-print formats, national security classification, privatizing of government information, issues of equity, and related policy matter.

IIST 561 Internet and Information Access (3)

An introduction to the protocols and utilities that comprise the Internet. Emphasis on process, from pc to http.

IIST 566 Special Problems in Information Science & Policy (3)

Special course on a current problem, issue, or development in information and library science. Topics vary.

IIST 571 Literature for Children (3)

Introductory survey of literature for children with emphasis on twentieth-century authors and illustrators. Problems and trends in writing and publishing. Class discussion and written critical evaluations based on extensive readings, plus basic skills in accessing electronic resources on children's literature.

IIST 573 (graduate); IIST 473Z (undergraduate) The History of Children's Literature (3)

Selected literature for children in English from the beginnings to the early 20th century. Texts are selected to represent different historical periods and diversity of authorial perspectives; the key considerations are the quality of the literature and its historical significance. Attention is given to changing attitudes toward children as reflected in the books provided for them. Writing assignments will range from historical/critical analyses to reader-response essays. Includes introduction to basic skills in accessing electronic resources in literary history.

IIST 578 Literature for Young Adults (3)

Introductory survey of literature for young adults (ages 13-18) with emphasis on authors from the latter half of the twentieth-century. Includes characteristics, needs, and reading interests of teenagers, critical study of the literature, an overview of basic selection tools, and practice in booktalking, as well as introduction to basic skills in accessing electronic resources on young adult literature.

IIST 601 The Information Environment (3)

Provides a theoretical background for students entering the information science professions. Through guest speakers, field trips, a variety of readings, class discussion, lectures, and writing assignments, students gain knowledge of the critical themes in the field, such as information seeking, users, environments, policies, and ethics.

IIST 602 Information and Knowledge Organization (3)

An introduction to fundamental concepts and theoretical principles of knowledge-organization models and techniques used to facilitate access to information resources. The emphasis in this course is on interdisciplinary ideas and concepts.

IIST 603 Information Processing (3)

An introduction to the principles and practices of bibliographic control, including cataloging and classification. A variety of methods, systems, and tools are used to illustrate the application of underlying principles in practical situation. Prerequisite: IIST 602

IIST 605 Information Sources and Services (3)

Consideration of reference/information services, the types of knowledge, the kinds of formats in which knowledge is recorded, and the ways in which it is pursued and retrieved.

IIST 606 Collection Development and Management (3)

Theoretical and practical aspects of the selection, acquisition, evaluation, and management of resources to meet the information needs of clientele in libraries and other institutions. Prerequisites: IIST 605

IIST 607 Information Technology and Library Automation (3)

A survey of information technology emphasizing computer hardware and software and their application to library administration, technical services, and information services.

IIST 608 Research Methods (3)

Basic research methods and statistics for students entering the information science professions. Covers descriptive and inferential statistics through correlation and regression; basic research process methods, quantitative and qualitative, and the creation of grant or research proposals.

IIST 611 Information Systems (3)

This course provides a detailed survey of information systems. It will present conceptual, theoretical, historical, social, economic, and ethical issues surrounding the development, deployment and management of dominant information systems technologies. Topics covered include: information systems architectures, database management systems, transaction processing, eCommerce, telecommunications, software and hardware standards, Web-based systems, data warehousing, data mining, agent-based systems, and social impacts of information systems.

IIST 614 Administration of Information Agencies (3)

Principles and theory of administration. Consideration of planning, organization, budgeting, personnel, standards, interinstitutional cooperation. Recommended: IIST 601

IIST 618 Public Libraries (3)

This course focuses on current issues, practices and trends in public library organizations, planning, and service delivery. Topics include levels of governance in public libraries; the role of state charters, systems, and trustees; public, technical and administrative services; and professional development, including career paths, continuing education, and compensation. Prerequisites: IIST 601

IIST 619 Special Libraries/Information Centers (3)

The application of contemporary management techniques with emphasis on the operation, function, purpose, and problems of special libraries/information centers.

IIST 623-629 Special Topics (1)

Short one-credit courses examining aspects of library science. Topics change from session to session.

IIST 635 Theory of Classification (3)

History and theory of classification; principles underlying the construction of classification schemes; current activity in classification research. Prerequisite: IIST 603

IIST 636 Systems Analysis in the Information Environment (3)

Theory and methods of systems analysis as applied to information systems and services.

IIST 639 Online Information Retrieval and Services (3)

Emphasis on concepts, principles, and practice related to the preparation, conduct, and interpretation of online information searching. Focuses on analysis of information needs and investigation of databases addressing those needs; database structure and organization; search languages and formulation; and communicating with clients. Prerequisites: IIST 603 and IIST 605, and consent of instructor.

IIST 640 Abstracting and Indexing (3)

Characteristics and applications of abstracts and indexes and techniques for their creation. Impact and implications of recent technology. Recommended: IIST 603

IIST 642 Advanced Cataloging (3)

In-depth treatment of cataloging theories and practices with specific applications to non-print resources. Prerequisite: IIST 603

IIST 643 Information Sources in the Humanities (3)

Bibliographic structure, information resources and services, classic and contemporary scholarship, research problems and trends in the humanities. Prerequisites: IIST 603 and IIST 605

IIST 644 Information Sources in the Social Sciences (3)

Bibliographic structure, information resources and services, classical and contemporary scholarship, research problems and trends in the social sciences. Prerequisites: IIST 603 and IIST 605

IIST 645 Information Sources in the Sciences (3)

Bibliographic structure, reference and information sources, research problems, specialized information problems and services in the pure and applied sciences. Recommended for individuals intending to take the Medical Library Association Certification Examination. Prerequisites: IIST 603 and IIST 605

IIST 647 Health Sciences Information & Communications Systems (3)

History and scope of the biomedical sciences; information sources in the health science disciplines; biomedica bibliographic tools, specialized information services including MEDLINE. Recommended for individuals intending to take the Medical Library Association Certification Examination. Prerequisites: IIST 603 and IIST 605

IIST 648 Information Sources and Services in Business and Economics (3)

The study of national and international corporate, industrial, governmental information resources in business and economics; user needs and communication patterns in the business world; search strategies for effective use of databases; library and information services to business community. Prerequisites: IIST 605

IIST 649 Literacy Instruction: Theory and Techniques (3)

This course is an introduction to user education in a variety of types of libraries and other information-related organizations. The history of library instruction, theoretical issues in the field, instructional program development, and teaching techniques will all be included. Students will develop and present an instructional session designed for a specific library or other user group.

IIST 650 United States Government Information Sources (3)

Analysis and examination of the basic and specialized sources that provide the bibliographic structure of federal government information. topics include comprehensive guides and indexes to current and retrospective information, legislative histories, administrative regulations, presidential documents, treaties and other international agreements, statistical information, and government-sponsored technical report literature. Information surveyed comprises both print and non-print formats.

IIST 651 Serials (3)

General bibliographic control of serials, including cataloging and recent efforts at international standardization; serials management; collection development and resource sharing. Prerequisites: IIST 603 and IIST 605

IIST 654 Preservation Management in Archives and Libraries (3)

An introductory survey of preservation management in libraries and archives, covering such topics as the historical evolution of the preservation dilemma, programs for academic and public libraries, collections maintenance and environmental controls, commercial binding and rebinding, selecting for preservation and microfilming, security, archival preservation, paper conservation, disaster planning and recovery and preservation of non-print materials (including electronic media).

IIST 655 Rare Books (3)

History and development of rare book collections; conservation and preservation; terminology and principles of bibliographic description; the antiquarian book trade and rare book collecting.

IIST 656 Archives and Manuscripts (3)

Administration of archival and manuscript collections; appraisal, arrangement, description, and reference services; current practices at national, state, and local levels. Topics include concepts of records management, preservation and conservation, online retrieval systems, and freedom of access and privacy.

IIST 657 (graduate)/IIST 457 (undergraduate) Introduction to Legal Research (3)

Examination and analysis of the basic and specialized information sources that provide a structure for legal research. Topics include court reports, digests, annotations, constitutions, Shepard's citations, loose-leaf reporters, legal encyclopedias and periodicals. Assignments in WESTLAW and LEXIS-NEXIS online databases will provide hands-on familiarity with computer-assisted legal research (CALR).

IIST 658 Microcomputer Database Development (3)

Database principles for microcomputers, with an emphasis on relational database management systems (DBMS) for applications development in the library and information fields. Database design, creation, and maintenance; the user interface; programming concepts. Creation of the working database system.

IIST 659 Digital Imaging and the Web (3)

Explores the theoretical and practical aspects of digital imaging for the World Wide Web. Students create digital images and web documents in a variety of file formats using a range of software applications. This class meets in a collaborative computer lab environment. Related issues include: usability, accessibility, and web standards.
Prerequisite: IIST 523 or permission of instructor

IIST 666 Current Problems in Information Science and Policy (3)

Special course on a current problem, issue, or development in information and library science. Topics vary.

IIST 668 (graduate)/IIST 468 (undergraduate) Internship (3)

Opportunity for skill development and problem solving through observation and practice in an information environment under the supervision of a faculty member and a cooperating librarian or other information professional. Meetings, reports, and 150 hours of experience required.
Prerequisites: See *Guidelines for IIST 668: Internship Program*.

IIST 669 Independent Study in Information Science and Policy (1-3)

Supervised reading, research, or field project in some specialized area of library and information science to meet the needs of advanced students. (Written approval of the independent study proposal by a supervising faculty member and by the Dean is required prior to registration.)

Prerequisites: IIST 601, IIST 603, and IIST 605

IIST 673 Technology in School Library Media Centers: Theory, Practice, Application and Assessment (3)

Based on information literacy, educational technology, and learning theories, problem-based project teams of students will develop a multimedia curriculum/web project and be actively involved in its implementation in assessment collaboration with K-12 media specialists and teachers.

Prerequisites: IIST 523, IIST 601, and one education course

IIST 675 The Curriculum and Supportive Resources (3)

Elementary and secondary curriculum and the school media center program; analysis, appraisal, selection, and use of curricular resources and related print and non-print materials. Consultative and instructional responsibilities. Prerequisite: IIST 605

IIST 676 Administration of School Media Programs (3)

Problems, practices, and research in the organization and management of school media centers. Standards, programs and services, facilities, policies, budgets, human and organizational factors.

Prerequisite: IIST 601

IIST 680 Seminar in Information Science and Policy (3)

Research of a specific problem or issue in information and library science. Reports, discussions, and submission of a major paper are required. Prerequisites: IIST 608 or equivalent and consent of instructor.

IIST 699 Master's Thesis in Information Science and Policy (2-6)

Prerequisites: IIST 608 or equivalent and consent of instructor and Associate Dean.

IIST 701 Proseminar in Information Science and Policy (3)

Trends, issues, and problems in information science and policy; problem formulation; research design and method; development of research projects.

IIST 702 Directed Readings in Information Science and Policy (3)

Supervised reading on selected topics in information and library science appropriate to the planned specialization of the advanced student. (May be repeated).

IIST 768 Advanced Internship in Information Science and Policy (3-6)

Planned experiences which emphasized the student's professional objective. Includes a critical and analytical paper on some aspect of the program of the library or information center in which the internship takes place.

IIST 780 Major Research Seminar (3-6)

Preparation of a major research paper in the area of the student's specialization. Paper is expected to follow thesis format and be suitable to deposit in the University Library.

COURSE FREQUENCY

Each concentration in the M.S.I.S. program offers some choice in course selection (elective credit). Students should consult with a faculty advisor to develop a plan of study which includes appropriate electives. These may be IIST courses or graduate courses from other academic units. Students in any M.S.I.S. concentration may use courses required in a different concentration as elective credit, or may select other electives following a specific interest or career goal. While general and concentration requirements are generally offered every semester or annually, some electives may be offered only occasionally. Listed below are M.S.I.S. concentration and elective courses and approximate frequency of scheduling. Courses with an asterisk (*) by them are required courses for that concentration. All other courses are simply suggestions and not formal requirements. Full course descriptions appear elsewhere in this Handbook or can be found on the Department's Website at <http://www.albany.edu/IST/academic/courses.htm>.

CONCENTRATIONS:

Archives and Records Administration

IIST 546	<i>Fundamentals of Records Management*</i>	Generally Offered: Annually
IIST 547	<i>Electronics Records Management*</i>	Annually
IIST 654	<i>Preservation Management in Archives and Libraries*</i>	Annually
IIST 656	<i>Archives and Manuscripts*</i>	Annually
IIST 655	<i>Rare Books</i>	Occasionally
IIST 658	<i>Microcomputer Database Development</i>	Annually

Information Management and Policy

IIST 560	<i>Information and Public Policy*</i>	Annually (spring)
IIST 615	<i>Advanced Seminar in Info. Management & Policy*</i>	Annually
IIST 636	<i>Systems Analysis in the Information Environment*</i>	Occasionally

Information Systems and Technology

IIST 533	<i>Information Storage and Retrieval*</i>	Annually
IIST 611	<i>Information Systems*</i>	Annually
IIST 636	<i>System Analysis in the Information Environment*</i>	Occasionally

Library and Information Services

IIST 603	<i>Information Processing*</i>	Generally Offered: Each semester
IIST 605	<i>Information Sources and Services*</i>	Each semester

School Library Media Specialist

IIST 571	<i>Literature for Children*</i>	Each semester
IIST 578	<i>Literature for Young Adults*</i>	Each semester
IIST 603	<i>Information Processing*</i>	Each semester

IIST 605	<i>Information Sources and Services*</i>	Each semester
IIST 668	<i>Internship*</i>	Each semester
IIST 673	<i>Technology in School Library Media Centers*</i>	Annually
IIST 675	<i>Curriculum and Supportive Resources*</i>	Annually
IIST 676	<i>Administration of School Media Centers*</i>	Annually

SPECIALIZATION AREAS – SUGGESTED ELECTIVES:

Academic Libraries (College and University)

IIST 606	<i>Collection Development and Management</i>	Generally Offered: Annually
IIST 636	<i>System Analysis in the Information Environment</i>	Occasionally
IIST 639	<i>Online Information Retrieval and Services</i>	Annually
IIST 642	<i>Advanced Cataloging</i>	Occasionally
IIST 649	<i>User Education: Theory and Techniques</i>	
IIST 650	<i>U.S. Government Information Sources</i>	Occasionally
IIST 656	<i>Archives and Manuscripts</i>	Annually

If interested in particular fields of study:

IIST 644	<i>Information Sources in the Social Sciences</i>	Occasionally
IIST 645	<i>Information Sources in the Sciences</i>	Occasionally
IIST 648	<i>Information Sources and Services in Business and Economics</i>	Occasionally

Public Library Services

IIST 560	<i>Information and Public Policy</i>	Annually (spring)
IIST 561	<i>Internet and Information Access</i>	Each semester
IIST 606	<i>Collection Development and Management</i>	Annually
IIST 618	<i>Public Libraries</i>	
IIST 639	<i>Online Information Retrieval and Services</i>	Annually
IIST 650	<i>U.S. Government Sources of Information</i>	Occasionally
IIST 651	<i>Serials</i>	Occasionally

Reference and Information Services

IIST 560	<i>Information and Public Policy</i>	Generally Offered: Annually (spring)
IIST 561	<i>Internet and Information Access</i>	Each semester
IIST 606	<i>Collection Development and Management</i>	Annually
IIST 639	<i>Online Information Retrieval and Services</i>	Annually
IIST 648	<i>Information Sources and Services in Business and Economics</i>	Occasionally
IIST 650	<i>U.S. Government Sources of Information</i>	Occasionally
IIST 657	<i>Introduction to Legal Research</i>	Occasionally

Special Libraries

(including **Government Documents/Legal Reference Sources**)

IIST 619	<i>Special Libraries/Information Centers</i>	Occasionally
IIST 546	<i>Fundamentals of Records Management</i>	Annually
IIST 560	<i>Information and Public Policy</i>	Annually
IIST 561	<i>Internet and Information Access</i>	Each semester
IIST 640	<i>Abstracting and Indexing</i>	Occasionally
IIST 648	<i>Information Sources and Services in Business and Economics</i>	Occasionally
IIST 650	<i>U.S. Government Information Sources</i>	Occasionally
IIST 657	<i>Introduction to Legal Research</i>	Occasionally

Technical Services/Systems

IIST 640	<i>Abstracting and Indexing</i>	Occasionally
IIST 642	<i>Advanced Cataloging</i>	Occasionally
IIST 651	<i>Serials</i>	Occasionally
IIST 658	<i>Microcomputer Database Development</i>	Annually

Youth and Children's Services

Students wishing to prepare for a career in youth services in public libraries are advised to include the following courses in their preparation:

IIST 571	<i>Literature for Children</i>	Each semester
IIST 573	<i>History of Children's Literature</i>	Occasionally
IIST 578	<i>Literature for Young Adults</i>	Each semester
IIST 561	<i>Internet and Information Access</i>	Each semester
IIST 639	<i>Online Information Retrieval and Services</i>	Annually
IIST 675	<i>Curriculum and Supportive Resources</i>	Annually

ADVISEMENT

You will be assigned a faculty advisor upon your acceptance to the program. You must contact your advisor (there is a listing of professors' offices, phone numbers, and e-mail addresses at the back of this handbook) prior to registration each semester. If you change your concentration and feel your needs would be better met by a different advisor, contact the department office.

CREDIT TRANSFERS

Students with graduate course work with a grade of B or better at an accredited institution authorized to grant graduate degrees may request a transfer of up to a maximum of twelve (12) graduate credits of appropriate course work. In most cases, the maximum of 12 credits will be allowed only when 6 or more of these credits come from a program accredited by the American Library Association.

Students should consult with their faculty advisors before making such requests. Evaluation of courses for transfer credit will consider such factors as the student's MSIS concentration, career goals, and general background. Some concentrations have more specific requirements and/or policies for transferred credits.

Graduate credits transferred must be in accord with the university's statute of limitations on the completion of degrees. This policy also applies to students with graduate degrees that meet the above requirements. This policy is effective September 1, 2002. In order to receive transfer credit, you must submit the Application for Transfer of Credit form, along with supporting documents and official transcripts.

Requirements for the satisfactory completion of research seminars, theses, field courses, clinical courses, student teaching, internships, and practica may not be satisfied by courses taken at other institutions, and such courses are not eligible for transfer credit for these purposes.

WAIVER OF REQUIRED COURSES

If you have completed courses that are similar to required courses in the M.S.I.S. program, you may be able to waive one or more of these courses. You will need a detailed course description along with a completed Application for Exemption from Required Courses form, available in the department office or on the website. Students should consult with their advisors before making such requests, which are subject to the Dean's Office approval.

Courses to be considered for waiver should be fairly recent course work. Please note that a waiver of a required course does *not* constitute a credit waiver, and thus does not alter the number of credits required for your degree.

ONLINE CLASS REGISTRATION

Step 1: Initializing your MyUAlbany Account

- Go to <http://www.albany.edu/myualbany>
- Choose PASSWORD SET/RESET
- Select MYUALBANY
- Supply the required information (Albany ID or Social Security Number and PIN*). You will need to create a personalized password containing letters, at least one number, and at least one symbol.
- After you have successfully initialized your account, your Net ID will be displayed. Please take note of your Net ID* for future logons.

Step 2: Logging onto MyUAlbany

- Log on via the same site at <http://www.albany.edu/myualbany>
- Enter your Net ID and password and click SIGN IN

Step 3: Registering for Classes

- Click ENTER MY AVN under “Steps to Enroll.” Enter your advisement number in the designated field for the appropriate semester for which you are registering and click SAVE. (NOTE: You must have received this number prior to registration from your advisor).
- Select ENROLL, ADD OR DROP CLASSES from “Steps to Enroll.”
- Choose the appropriate term and your current schedule will appear.
- Scroll to the bottom of the page and select ADD CLASSES.
- Supply the appropriate class number in the CLASS NBR field and hit the tab key. If you are unsure of the correct class number, choose LOOKUP, which will bring you to the class lookup page. You can also find the correct number on the DIS web site at <http://www.albany.edu/IST/academic/schedules/schedules.html>.
- Repeat the process to add additional classes.
- If required, please enter the CLASS PERMISSION NUMBER in the appropriate field. If the permission number page does not automatically appear, click on the Subject/Catalog number of the designated class and enter the number here. (NOTE: This number is obtained from the class instructor or the DIS Office.)
- When you are done entering class numbers, click the SUBMIT button.
- If you have successfully enrolled, SUCCESS will appear in the ADD STATUS column. **Be sure to click SUBMIT and see the success message before exiting or you will not be enrolled in the course.**
- Click VIEW MY SCHEDULE to view your updated schedule.

* For questions related to your net ID, pin number, and password or if you experience technical difficulty registering, please call the ITS Help Desk at (518) 442-3700.

UNIVERSITY SERVICES AND DEPARTMENTS

LIBRARY SERVICES

<http://library.albany.edu/>

The University at Albany has three libraries: the Main Library and the Science Library on the uptown campus, and the Dewey Library on the downtown campus. You will most likely find most of what you need for classes at the Dewey Library. Each library has a Self-Guided Tour which should be available in the library lobbies or at the reference desks. There are many library orientation sessions offered at the beginning of the semester to introduce you to library services. The libraries also offer numerous classes throughout the semester that can help you learn to use the libraries' electronic resources. For full information about these classes, consult the library web page or ask at the reference desk; there is usually a posting of upcoming classes in the library lobby.

COMPUTING SERVICES

www.albany.edu/its

For complete information about computer services at the University at Albany, please consult Information Technology Services at the above web address.

DOWNTOWN CAMPUS COMPUTER FACILITIES

The downtown campus computing facility is located in Draper 09B (basement level) and is staffed by graduate assistants and student consultants. Specific hours of operation are posted on the door of the facility. Students may also utilize the user rooms on the uptown campus, located in LC-3 and LC-4

The Academic Computing Help Desk assists faculty, staff and students with their computing needs. The Help Desk services are provided by a core staff of full-time staff and student employees. This core staff is reinforced by the remainder of the Academic Computing staff and the Academic Technology Coordinators throughout the campus.

Location: LC-27 (Uptown campus)
Hours: Monday-Friday 9:00 a.m. to 7:00 p.m.
Phone: (518) 442-3700
Email: helpdesk@albany.edu

EMPLOYMENT OPPORTUNITIES

Currently the DIS office receives numerous job notices from employers around the country including academic, corporate, public, school and special libraries, and archives. Job bulletins from other library and information science programs, announcements from several professional associations, and information regarding various types of financial aid, such as temporary and part-time student jobs, scholarships, grants, fellowships, and travel awards to attend conferences are also regularly received. Summaries of these announcements are posted regularly on the Department's employment listserv, ISTJOBS. For directions on how to subscribe to ISTJOBS, please refer to *Email Accounts, IST-L and ISTJOBS*. In addition, ISTJOBS is a good source for information about library internships and miscellaneous career opportunities. These announcements are subsequently archived on the department website at: <http://www.albany.edu/IST/resources/jobs/ISTjobs.htm>

Additional career resources are available on the website under *Information Resources*.

In addition to these services, you should also refer to career development resources available on the World Wide Web. One excellent source on the Web is the Librarian's Job Search Source (<http://www.lisjobs.com/mail.htm>). The department office also offers a list of useful web sites including the American Library Association's homepage and other library school job announcement web sites. Local and regional newspapers, professional associations' job publications, telephone job lines, and most importantly, personal contact with professionals are also excellent sources for job information. The Department also highly recommends that you check the following sources located in the Dewey Library: *Library Journal*, *American Libraries*, *The Chronicle of Higher Education*, *The New York Times*, and Special Library Association's *The Special List*. For further details about these publications and a host of other employment sources, review ALA's "Guide to Employment Sources in the Library and Information Professions," available in the most current edition of *The Bowker Annual*.

Good luck to all students in finding the job of your dreams!

EMAIL ACCOUNTS, IST-L, AND ISTJOBS

Communication among faculty and students in the Department of Information Studies takes place primarily through the department's listserv "IST-L." All students should have either a University at Albany e-mail account or a commercial personal e-mail account. After establishing an e-mail account, ALL STUDENTS SHOULD SUBSCRIBE TO **IST-L** TO BE SURE THAT THEY WILL GET IMPORTANT INFORMATION ABOUT REQUIREMENTS AND ACTIVITIES. For those interested in receiving job postings that are sent to the department office weekly, the listserv "ISTJOBS" has been established. You may subscribe to IST-L or ISTJOBS using any on-campus or off-campus email account. You do not have to be an information studies student or faculty member to subscribe.

EMAIL ACCOUNTS

Each student is given a University UNIX email address. It will look like:
netid@albany.edu

To look up your NetID and initialize your email account, you must first set/reset your password at: <http://albany.edu/myualbany> then click on the yellow "password" button

Once set you may choose from the available email options including WebMail, IMAP or POP, or direct login. Then you may configure your software at:
http://www.albany.edu/its/accounts_email/config.html

If you prefer, you may have your University mail forwarded to a different email address. (Note: Important University communications will be sent to your University email. You should either read your UNIX mail or have it forwarded to an account that you do read.) Use WebSieve to manage your mail account, to set forwarding, and vacation messages. For more information, please go to the ITS website at: <http://www.albany.edu/its/>

SUBSCRIBING TO IST-L

1. Logon to your e-mail account.
2. Compose a message to: **listserv@listserv.albany.edu**
3. For the message, type: **Subscribe IST-L your name (e.g. Melvil Dewey)** to subscribe to IST-L. To subscribe to ISTJOBS, replace **IST-L** with **ISTJOBS**.
NOTE: You cannot subscribe to both listservs in the same email message.
Each subscription requires its own email message.
4. Send message.

You will receive an email message confirming your subscription!

POSTING TO IST-L or ISTJOBS

1. To post a message to IST-L, send the email to: ***IST-1@listserv.albany.edu***
To post a message to ISTJOBS, send it to: ***ISTjobs@listserv.albany.edu***
2. Enter message text.

Helpful hint: When responding to a message posted to IST-L or ISTJOBS, be sure to check the reply address in your message. At times, by pressing the reply button, your message is addressed to be sent to everyone that is subscribed to the listserv. You may avoid this embarrassment by double-checking your email before pressing SEND!

HOW TO UNSUBSCRIBE

1. From the email account that is subscribed to IST-L or ISTJOBS, compose a message to: listserv@listserv.albany.edu
2. For the message, type: SIGNOFF IST-L or SIGNOFF ISTJOBS

PROFESSIONAL ORGANIZATIONS

All students in the IS department are encouraged to join at least one professional association while they are still in school. Participation in a professional organization gives students a chance to learn about career paths they are considering and to become familiar with current problems and trends in the field. There are reductions in membership dues available to student members (often extending into the first year of regular membership), and members may also make use of the association's recruiting services to assist in job placement. The choice of possible organizations can be confusing—there are associations for almost every specialization in the field— but your initial choice of membership at the national level will probably lie between the American Library Association (ALA) and the American Society for Information Science (ASIS). For those who prefer to get their first taste of professional involvement at the local level, there are also regional chapters of most of these associations. Meeting with experienced colleagues, attending meetings and (eventually) serving on committees and helping to plan programs will undoubtedly assist with your career prospects and professional opportunities on a long-term basis.

***In addition to the Divisions listed, ALA and NYLA both offer numerous Round Tables. To be a member of a Round Table you must also be a member of the larger organization.**

Organization	Student Membership Fees
American Association of Law Libraries (AALL)	\$41
http://www.aallnet.org	
Special Interest Section Membership:	
Law Library Journal	
AALL Newsletter	
 American Library Association*	 \$25
http://www.ala.org	
American Association of School Librarians (AASL)	\$15
Association for Library Trustees & Advocates (ALTA)	\$50
Association for Library Collections & Technical Services (ALCTS)	\$15
Association for Library Service to Children (ALSC)	\$18
Young Adult Library Services Division (YALSA)	\$15
Association of College & Research Libraries (ACRL)	\$35
Eastern New York/ACRL	\$12 (if in ACRL)
http://www.enyacrl.org	\$15 (if not)
Association of Specialized & Cooperative Library Agencies (ASCLA)	\$15
Library Administration and Management Association (LAMA)	\$15
Library and Information Technology Association (LITA)	\$25
Public Library Association (PLA)	\$10
Reference and Users Services Association (RUSA)	\$20

American Society for Information Science and Technology (ASIST)		
http://www.asis.org		\$30
Many Special Interest Groups available: Arts & Humanities; Computerized Retrieval Services; Information Analysis & Evaluation; etc.		
New York Library Association (NYLA)*		\$15
http://www.nyla.org		
Academic & Special Libraries Section (ASLS) Reference & Adult Service Section (RSS) School Library Media Section (SLMS) Public Library Section (PLS) Youth Services Section (YSS) Management of Information Resources & Technology (SMART)		
Mid-Atlantic Regional Archives Conference (MARAC)		\$20
http://www.itd.umd.edu/MARAC/marac-hp.htm		Oct. 1 - Sept. 30
Capital Area Archivists (CAA)		\$5
Email Ellen Fladger, President: Fladgere@conan.union.edu Email CAA newsletter editor: vweiss@mail.nysed.gov		
American Society of Indexers (ASI)	Introductory Membership:	\$130
http://www.asindexing.org	Regular:	\$150
Art Libraries Society of North America (ARLIS/NA)		\$40
http://www.arlisna.org/		
Association for Information Systems (AIS)		\$50
http://www.aisnet.org		
Association for Information Management Professionals (ARMA)		\$25
http://www.arma.org		
Medical Library Association (MLA)		\$30
http://www.mlanet.org		
Many special interest groups available.		
Music Library Association (MLA)		\$35
http://www.musiclibraryassoc.org		
Society of American Archivists (SAA)		\$40
http://www.archivists.org		
New England Archivists		\$20
http://nils.lib.tufts.edu/newengarch/		

Special Libraries Association (SLA)

\$35

<http://www.sla.org>

Advertising and Marketing; Biomedical & Life Sciences; Business and Finance; Chemistry; Communications; Education; Engineering; Aerospace Section; Environment and Resource Management; Forestry and Forest Products Section; Food, Agriculture, and Nutrition; Many More!

Hudson-Mohawk Library Association (HMLA)

\$8

<http://www.cdlc.org/cdlc/hmla/>

July - June

For a more comprehensive listing of Library and Information Science organizations, check out: <http://slisweb.sjsu.edu/resources/association.htm>

**THE DEPARTMENT OF INFORMATION STUDIES
STUDENT ASSOCIATION (IS-SA)**

The Student Association promotes effective communication between the students in the department and acts as a liaison between the student body and the faculty. All students in the department are considered members of the Information Studies Student Association. Any student with an interest in the organization is invited to attend meetings, announced regularly on IST-L. The IS-SA also plans events for the department, and participation and help are encouraged from all students. Comments and suggestions are also welcome.

**For further information, visit the website at:
<http://www.albany.edu/~sispsa/aboutus.html>**

IS-SA Department Involvement:

Faculty Meetings

The IS-SA has a seat at the department's faculty meetings. Student representatives at faculty meetings report on the proceedings to the Student Association at its regular meetings. Student reps are free to ask questions or make comments. At times faculty members, in discussing matters that will directly affect the student body, ask the student reps what they think the student response would be to certain proposals or will inquire about their personal reactions, to be construed as typical of their peers' attitudes. Faculty meetings are held about once a month, and generally last about two hours.

Standing Committees of the Department of Information Studies Faculty

Student Affairs Committee

The Student Affairs Committee is the major channel of communication between the faculty and students. This committee is made up of faculty members and up to two student representatives. The Committee addresses expressed concerns from students, and assists the Student Association with planning Department activities.

Faculty Development Committee

The Faculty Development Committee screens candidates for faculty positions, amends the Department's by-laws, and helps formulate sabbatical proposals. Up to two student representatives work with the current faculty on the Committee. Student participation and input are strongly encouraged.

Curriculum and Program Development Committee

The Curriculum and Program Development Committee evaluates and makes revisions to the department's programs, degrees, and courses offered by the Department. Up to two student representatives work with the faculty on the Committee. Student participation and input are strongly encouraged.

FACULTY

Deborah Lines Andersen, Associate Professor

Ph.D., University at Albany, SUNY

Specializations: research methods and statistics, electronic information access technologies and their users.

Peter A. Bloniarz, Dean

Ph.D., Massachusetts Institute of Technology

Specializations: instructional technologies, government information management, software development.

Stephen DeLong, Interim Chair, 2006-2007; Director-Project Renaissance

Ph.D., University of Texas at Austin

Specializations: The effect of technology on the culture and structure of higher education and technology diffusion.

Philip B. Eppard, Professor

Ph.D., Brown University

Specializations: archival administration and preservation; the history of archives, libraries, publishing and reading; and documentary editing.

Hemalata Iyer, Associate Professor

Ph.D., University of Mysore, India

Specializations: classification theory, knowledge organization and information retrieval.

Terry Maxwell, Assistant Professor

Ph.D., University at Albany, SUNY

Specializations: management and information policy.

Abebe Rorissa, Assistant Professor

Ph.D., University of North Texas

Specializations: multimedia information organization and retrieval, information and communication technologies.

Joette Stefl-Mabry, Assistant Professor

Ph.D., Long Island University

Specializations: educational technology, human computer interaction.

Ozlem Uzun, Assistant Professor

Ph.D., Massachusetts Institute of Technology

Specialization: natural language processing.

Huahai Yang, Assistant Professor

Ph.D., University of Michigan

Specializations: human computer interaction.

Xiaojun (Jenny) Yuan, Assistant Professor

Ph.D., Rutgers University

Specializations: Human information behavior and human-computer interaction.

IMPORTANT OFFICES AND TELEPHONE NUMBERS

DIS Faculty, Adjunct Faculty, and Staff

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Andersen, Deborah L.	DR 140C – 442-5122	DLA@ALBANY.EDU
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University Offices and Services	Phone Number (518 area code)
Academic Computing Help Desk Services	442-3700 Email: helpdesk@albany.edu
Admissions, Graduate (DR 117)	442-5201
Bookstores	Campus Center: 442-5690 Mary Jane Books (215 Western Ave.): 465-2238
Career Development Center (ULB 69)	442-5515 Fax: 442-5005
Computer Lab, Public (DR 015)	442-5109
Film & Television Documentation Center (RI 390)	442-5745
Financial Aid, Office of (CC B52)	442-5757/ 442-5480
Health Center, University	442-5454
Housing, On-Campus (Residential Life & Housing)	442-5875
Library, Main	442-3600
Library, Dewey (Downtown Campus)	442-3690
Parking Management (Public Safety Bldg.)	442-3121
Police, Campus	Non-Emergency: 442-3132 Emergency: 442-3131 or 911
Registrar's Office (CC B25)	442-5540
Student Accounts (CC B26)	442-3202
SUNYCard Office (CC B52)	442-5989
<i>University Switchboard</i>	<i>442-3300</i>